

## **Leicestershire County Council Fair Processing Notice**

This notice is to tell you about why we need your information and how we will handle it. This notice is for:

### **Environment and Transport – Highway Permits**

#### **What Information do we need from you?**

There are many different permissions and licences that the Highway Control Team manage, and these include: - Skip Licence, Scaffold Licence, Oversailing Licence, Structure Licence, Cultivation Licences, Café Licence and General Permits (these generally cover things like building materials, cabins, containers, charity stalls, hoarding and fencing etc).

For these licences we require; applicants name, address, contract details (telephone and email). As well as construction contractor details.

#### **Why do we need this?**

The data is used to identify what the proposal is and enable the authority to make investigation of the details in accordance with the legal requirements of each licence.

#### **Why are we allowed to process your information?**

Data protection law allows us to process your information within certain conditions. In this case we are using the performance of a public task as the lawful condition for us to do this. No sensitive data will be processed as part of this service.

#### **Who will we share this with?**

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. The requirement of most licences is that they may need to be removed at any time following request from the authority, and the information may be passed to a third party to consult with the licence holder directly. The information will remain confidential, we are not responsible for the accuracy of information concerning those works for which we are not the promoter.

#### **How will we keep it secure?**

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

#### **How long will we keep it for?**

We will only keep this information for as long as necessary or as the law requires. It will also be maintained for insurance purposes for up to 22 years to enable anyone injured as a minor or in the case of an unborn child as a result of any works carried out in the highway.

#### **What if something changes?**

If the information you provided changes or your circumstances change please contact [etdataprotection@leics.gov.uk](mailto:etdataprotection@leics.gov.uk). If we need to change something like who we want to share this information with, we will contact you to let you know.