

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 Leicestershire County Council's Communities Team for the purpose of administration, management, correspondence, events and provision of the Leicestershire Communities Network.

What Information do we need from you?

We need to know the following about you: Name, Email Address, Telephone Number, Village/Town, Name of Group or Organisation.

Why do we need this?

We need this information so that we can manage the services provided to you as a Communities Network member. This includes providing access to secure areas of the Communities Summit website, Communities Network on-line forum, managing events, news releases, correspondence and information notifications.

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 your consent as the lawful condition for us to do this.

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. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations: our employees, officers and website provider.

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 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. For this service that would normally be as long as the Communities Network is operational or until 5 working days after we have received notification from you that you wish to cancel your membership.

What if something changes?

If the information you provided changes or your circumstances change, please contact Email: leicestershirecommunities@leics.gov.uk; Phone: 0116 305 7743; Post: Communities Team, Room 300b, County Hall, Glenfield, Leicestershire LE3 8RA. If we need to change something like who we want to share this information with, we will contact you to let you know.

If you have ticked that you wish to be contacted with information and updates related to Leicestershire Communities, your details will be added to our Contacts database and used to send you community information relating to the work of the Communities Team such as invitations to events, consultations and new releases.

What are your rights?

You may request to see a copy of the personal information we hold about you. The law also provides you with other rights regarding your information including some around; correction of inaccurate data, objection to processing, moving your information to somewhere else, and in some cases, getting your information deleted.

If you are unhappy with the way your data is being handled or if you need to contact Leicestershire County Council's Data Protection Officer, please contact the Information Governance Team. informationgovernance@leics.gov.uk

If you are not satisfied with any response you may receive from us based on a complaint or concern about your personal information, you then have the option of contacting the Information Commissioners Office to take that complaint further. The Information Commissioners Office does like to see that you have raised a complaint with the Council first and received a response before contacting them. If you do wish to contact them, the address details can be found below:

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF
Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate); Website: www.ico.org.uk; Email: casework@ico.org.uk
