

Logan and Town Centre Neighbourhood Forum 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 Logan and Town Centre Neighbourhood Forum for the purposes of administration, management, correspondence and events.

What Information do we need from you?

We need to know the following about you: Name, Address, Postcode, Phone Number and Email address. We'd also like to know your Gender, Age, Ethnic origin and if you have any disabilities.

Why do we need this?

We need this information so that we can effectively manage the administration of our members. This will include maintaining an accurate list of our membership, 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 performance of a contract as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because you have given your consent or because of a health or social care requirement.

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 web providers, event organisers/facilitators and Local Authority Planning Officers.

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. For this service that would normally be as long as the Logan and Town Centre Neighbourhood Forum is operational, or until 5 working days after we receive 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 loganneighbourhoodforum@outlook.com. If we need to change something, such as who we want to share this information with, we will contact you to let you know.

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