

Leicestershire County Council Personal Assistant (PA) Noticeboard 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

The Personal Assistant (PA) looking for work and for those seeking a PA.

What Information do we need from you?

We need to know the following about you: name, email address, and areas people are willing to work within Leicestershire.

Why do we need this?

We need this information about you so we that we can offer to a service. The PA noticeboard allows people to find a PA to meet their needs in addition to PA's sharing details of what support they can offer. The noticeboard is a password protected digital site which allows people to advertise their needs, and for PAs to promote their role. Any information placed on the site is moderated by Leicestershire County Council Administrators prior to being published.

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 to be able to process data and provide a service 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.

Who will we share this with?

We will share your name and email address, which will be visible to all users on the noticeboard who have registered and have been provided with an allocated password.

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 any other purpose.

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse, or alteration of your personal information. The Administrators will amend information during moderation if personal data beyond what is required is disclosed prior to being published. 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/ Europe.

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 users are actively registered on the Noticeboard.

What if something changes?

If the information you provided changes or your circumstances change, please contact DPSOemploymentsupport@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.

If you no longer wish to partake in this service, please contact DPSOemploymentsupport@leics.gov.uk

What else would we like to do?

We will also be monitoring use of the PA Noticeboard and producing internal reports on emerging patterns and trends. Administrators can create reports on numbers of users, adverts and applications which generate internal spreadsheets. This information and these reports will not be shared with any additional parties.

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