

## **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:

### **Inspired to Care Candidate Interest - Adults & Communities**

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

We need to know the following about you: name, postcode, contact email and contact telephone number.

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

We need this information so that we can register your interest in becoming a care professional your details will be sent to employers who have vacancies in your area.

#### **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 task carried out in the public interest or in the exercise of official authority vested in the controller" as the lawful condition for us to do this.

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

We need to share your information with others, in this case it is necessary to disclose your personal information to employers who have vacancies in your area. When we receive your completed form, we will send your details to social care companies who are members of the Inspired to Care project. We do not plan to share it with anyone else or use it for anything else other than as mentioned above.

#### **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. In this case we will only keep your information for one calendar month.

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

If the information you provided changes, or your circumstances change, please contact [inspiredtocare@leics.gov.uk](mailto:inspiredtocare@leics.gov.uk) or call 0116 305 5186 / 0116 305 6385. Although we can contact the employers on your behalf to inform them of your changes, Leicestershire County Council cannot guarantee you will not be contacted in the future.