



Part funded by:



Your rights

We will only hold your personal information for as long as necessary for business purposes or if we are required to keep it by law.

Further information

You can find out how long we keep data on the following link:

- [Retention schedule](#)

You can ask to see what data we hold about you and ask to be sent a copy. This is called a Subject Access Request. [Submit a request online](#).

From 25 May 2018 onwards, they will be free of charge unless there is a lot of work or a lot of photocopying and postage, which we are allowed to charge a reasonable fee for.

You can also ask us to:

- correct your data if you think it is wrong;
- stop using your data if you think we no longer should be using it
- stop using your data if you think it is wrong, until it's put right
- ask that no automated processing ("Computer says no!") takes place with your data
- ask for any automated portable electronic data file we hold on you to be sent to another organisation; or
- consider any complaint you have about how we have used your data

Requests for information or complaints

If you wish to ask us anything about data protection, want to ask for a copy of your data, or you have a complaint about how we have used or looked after your data, you may contact our Data Protection Officer at:

Data Protection Officer
Information Governance & Risk
Legal Services
4th Floor, Rutland Wing
City Hall
115 Charles Street
Leicester
LE1 1FZ

Email: data-protection-officer@leicester.gov.uk

If you are ever unhappy with how the council has answered your complaint, you can then contact the Information Commissioner's Office, at:

The Office of the Information Commissioner

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AX

Website: www.ico.org.uk

Email: casework@ico.org.uk