



## 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](mailto: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](http://www.ico.org.uk)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)