

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: **Creative Practitioners with the Culture Leicestershire Service.**

Culture Leicestershire is Leicestershire County Council's Museum, Heritage, Libraries, Collections, Learning and Participation services. We regularly have opportunities for external practitioners from the creative sector to work with us to develop and deliver cultural projects and events.

What information do we need from you?

To apply for our opportunities, we require creative practitioners to either complete our Project Application Form, or our Events Expression of Interest Form. This will involve providing information such as:

- Your details including: Your name, email and phone number
- Information about you and your creative practice and/or organisation. This includes any skills and experience that may support your application as well as access or support needs that you may have.
- Reference contact details
- For those Creative Practitioners who are successful in the application process, we will also require evidence of public liability insurance, DBS check (if applicable to the project), image and photo consent, your bank details and other information for equalities & diversity monitoring

Why do we need this?

We need this information for the following reasons:

- It will help us assess your suitability for the project / event brief you have applied for and will aid us in the shortlisting and interview processes
- To be able to contact you in relation to the project/ events opportunity you have applied for
- For payment purposes
- To support with the marketing and publicity of events and projects that you are involved in
- To contact you to provide details of future opportunities as and when they are available as well as updates on Culture Leicestershire. You will have the opportunity to opt in to being added to our Creative Practitioner mailing list to receive this additional information.
- Service delivery, improvement, and planning
- Monitor equalities issues
- For reporting purposes to our external funder (Arts Council England). Any equalities data will be anonymised.

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 as the lawful condition for us to do this.

We also need an appropriate lawful reason to for processing sensitive data. In this case we are processing your sensitive personal data because you have given your consent.

Who will we share this with?

Sometimes we need to share your information with others in or outside of Leicestershire County Council. 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.

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 we will hold creative practitioner applications for up to 12 months. If your application is successful and you are commissioned to work with Culture Leicestershire, your application will be held up to 4 years. Any financial data, will be held by Leicestershire County Council for 7 years before being removed.

If you opt in to join our creative practitioner mailing list your contact details will be held for up to 4 years, but you will have the option to opt out of receiving information at any time.

What if something changes?

If the information you provided changes or your circumstances change, please contact the Service at by emailing cultureleics@leics.gov.uk If we need to change something like who we want / need to share this information with, we will contact you to let you know.