

Service: Legal Services

Data Controller: Runnymede Borough Council, Civic Centre, Station Road,
Addlestone, Surrey, KT15 2AH

Data Protection Officer: Natalie Lacey, dpo@runnymede.gov.uk

Introduction

We process personal data in connection with legal proceedings or providing legal advice to the Council and its associated companies (RBCI, RBCS and RBCH). The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we process?

We process a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- date of birth
- your criminal record
- financial information
- health information
- details of your relationships with other individuals

We process this information in a variety of ways. For example, data is provided to us by other council departments who seek our advice and representation or via a third party such as the court or a solicitor.

Why do we process personal data?

Some of the information that you provide to the Council is passed to our service so that we can provide the Council with legal advice and representation. Processing personal data is necessary to ensure we can provide that service.

Depending on the nature of the issue, processing your personal data will come under one of the following legal bases;

- We need it to comply with a legal obligation
- We need it to perform a task in the public interest
- We need it to fulfil our contractual obligations

Who has access to data?

Your information may be shared with the parties set out below for the purposes stated above.

- Central Government Agencies (e.g. Home Office, DCLG, etc)
- Other Public Bodies (e.g. Land Registry)
- Health Agencies (including GPs)
- Police & Judicial Agencies (e.g. Courts)
- Other Local Authorities
- Legal representatives of other parties
- External Legal advisors to the Council – Solicitors and Barristers' and their admin support colleagues
- Experts appointed to assist the Council, either directly or as joint Experts (e.g. Surveyors)
- Insurers and Auditors
- Elected Members of the Council

The organisation will not routinely transfer your data to countries outside the European Economic Area.

How do we protect data?

We take the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Data will only be processed by members of staff authorised by the Data Controller for this purpose. Access to our systems is limited to authorised members of the legal team whose job role requires access to the personal data.

For how long do we keep data?

We process many different types of personal data and we hold it for as long as necessary for the purposes stated. In some cases, for example if defending a legal claim, prosecuting or exercising our Statutory / Governmental or Public duty in another way, this may mean we retain it for a minimum of six years.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request (known as a subject access request);
- require us to change incorrect or incomplete data;
- ask us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing your data where the legal basis is ‘a public task’

You can make a subject access request by completing the organisation's form for making a subject access request. This can be found at the web address below.

<https://www.runnymede.gov.uk/article/14634/Can-I-ask-for-personal-information-about-myself->

If you believe that Runnymede Borough Council has not complied with your data protection rights, you should initially contact our Data Protection Officer and if dissatisfied with the outcome you can make a complaint to the Information Commissioner. The website address for further information on making a complaint to the Commissioner can be found below:

<https://ico.org.uk/make-a-complaint/>