



# HILLINGDON

LONDON

## DATA PROTECTION PRIVACY NOTICE FOR LEGAL SERVICES

### Why are we providing this Notice to you

The Council, in its capacity of Data Controller, holds certain information about you ["personal data"] which it needs to process for the purpose of providing legal services. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at: [www.hillingdon.gov.uk/privacy](http://www.hillingdon.gov.uk/privacy)

### What personal data do we hold

The types of data relating to both adults and children we hold may typically include:

The names (including name, prefix or title), age, gender, sexual orientation, marital status or other relationship to a person, likeness, ethnicity, nationality, personal history, addresses including historic addresses, other contact information (including email addresses and phone numbers) and dates of birth/death of you and people connected to you.

Medical information concerning you and connected persons.

Records of any criminal activity concerning you or connected persons.

Financial information, including payment related and debt related information, employment information (including the company you work for, your title or position) concerning you or connected persons.

Information provided to us for the purposes of attending meetings and events, including access and dietary requirements.

Personal information provided to us by or on behalf of our clients or generated by us in the course of providing services to them which may include special categories of data.

Home Office or Immigration information concerning you or connected persons.

Information about the Education of you or connected persons.

Information about the religious, political and societal views of you or connected persons.

Information from assessment about your social care needs or the needs of connected persons.

Information drawn from safeguarding investigations about you or connected persons.

Drug and alcohol test results regarding you or connected persons.

Information drawn from legal disclosure.

Information about any land or property you may or may have previously owned or occupied or been connected with.

Genetic information regarding you or connected persons.

Any other information relating to you which you may provide to us.

Legal services is likely to process this information by; storing it, recalling it from storage, collecting it via disclosure and enquiry, recording data by entering it onto databases, use in software packages, using the information for the provision of legal advice, disclosure of that information to other parties i.e. Court, Tribunal, relevant public bodies or other third parties pursuant to a legal obligation, combining the data with other relevant files and the eventual destruction of the data after its retention period.

### **What is our purpose for processing your personal data**

Your data may be processed for the purposes of providing legal advice, taking legal action, assisting the Court, providing disclosure or facilitating the functions of other public bodies.

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data'.

### **What is the legal basis for our use of your personal data**

NB One or more of the following bases can apply:

- We need it to comply with a legal obligation
- We need to protect the vital interests of a person
- We need it to perform a task in the public interest

### **What we do if your personal data is sensitive**

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political

opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural persons sex life or sexual orientation.

### **For how long will we hold your personal data**

We will only keep your personal data for as long as we need to in order to fulfil the purpose[s] for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations..

### **Organisations that we may share your personal data with**

The circumstances in which the Council may do this are set out in the Council's Generic Data Protection Privacy Notice.

### **What happens if we intend to transfer your personal data to a third country or international organisation**

We will ensure that such organisations proved equivalent protection of your personal data.

### **What happens if you provide personal data to us because of a statutory or contractual requirement**

We will let you know of your obligation and also let you know of the possible consequences if you fail to provide it.

### **What happens if your personal data is subject to automated decision-making including profiling**

We will inform you of the existence of this as well as the significance and the envisaged consequences of such processing for yourself.

### **Your rights**

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or in very limited circumstances erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline [0303 123 1113].

If you wish to exercise any of these rights, please contact Glen Egan, Office Managing Partner. You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide.

## **Updates**

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

## **Contacting us**

Please contact Glen Egan, Office Managing Partner, Civic Centre, Uxbridge UB8 1UW

Telephone: 01895 277602

E-mail: [gegan2@hillingdon.gov.uk](mailto:gegan2@hillingdon.gov.uk)

for further information

## **Statutory Data Protection Officer**

You may also contact our Data Protection Officer for further information:

Glen Egan, Acting Head of Legal Services and Monitoring Officer

Civic Centre, High Street,

Uxbridge UB8 1UW

E-mail: [gegan2@hillingdon.gov.uk](mailto:gegan2@hillingdon.gov.uk) Telephone: 01895 277602