

# Privacy notice for Legal Services



## Personal data held by Legal Services

In order to provide legal services, it is necessary for us to collect and hold personal information. This information may include:

- Basic personal information such as name, address, telephone number, email address
- Financial Information
- Personal information held in relation to a court claim or prosecution, such as evidence obtained as part of an investigation

## Who is processing my data?

All personal data held is processed in accordance with data protection law. The data controllers for the information outlined in this privacy notice are Wychavon District Council and Malvern Hills District Council, as Legal Services is a shared team across the two authorities.

## How will we use the information we hold about you?

We will collect information about you (where applicable):

- To draft legal agreements such as S106 agreements, leases, licences and contracts;
- For the purpose of legal proceedings such as civil claims or prosecutions;
- To deal with your application for a Road Closure Order, Freedom of Information request, Subject Access Request, Footpath Diversion;
- In order to respond to enquiries made of us.

## What is the legal basis for us to process your data?

The legal basis for processing the data is

- Carrying out of a contract to which you are a party
- In the public interest or in the exercise of official authority

## Who we will share your information with

We may share your information with partner organisations, including:

- Other public bodies, including the courts and tribunal service
- Statutory consultees
- Government agencies
- HM Land Registry
- External auditors
- Regulators e.g. The Local Government Ombudsman, The Information Commissioner's Office.

We will not normally share your information with organisations other than our partner organisations without your consent, however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

## How long do we keep your records

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept in accordance with our retention schedule. All information will be held securely and destroyed under confidential conditions.

## Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to The Data Protection Officer, Wychavon and Malvern Hills District Council shared Legal Service, Civic Centre, Queen Elizabeth Drive, Pershore, Worcestershire, WR10 1PT or via email, SAR@wychavon.gov.uk or SAR@malvern hills.gov.uk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

## Further information

If you have any questions or concerns about how your information is used, please contact Meesha Patel, Legal Services Manager at Wychavon and Malvern Hills District Council shared Legal Service, Civic Centre, Queen Elizabeth Drive, Pershore, Worcestershire, WR10 1PT

**More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>**