

# Privacy Notice

## *Insurance and Risk Service*



**North Yorkshire  
County Council**

This Privacy Notice is designed to help you understand how and why the Council's Insurance and Risk Management service processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

### **Who are we?**

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR).

The processing of insurance claims made by employees and members of the public against the Council is administered by the Insurance and Risk Management Service.

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL  
01609 53 2526

### **What personal information do we collect?**

We collect the information you and/or your legal representative provide to us when submitting your claim, this may include:

- Name, address and other contact information (eg. phone or email)
- Date of birth
- National Insurance number

and dependent on the type and circumstances of the claim:

- Employment information (eg. employee number, earnings details)
- Medical information relating to injuries sustained and assistance sought

During the investigation of your claim we may also collect data such as:

- Incident report / accident forms
- Witness statements
- Training records

### Why do we collect your personal information?

We collect this information to allow us, our claims handlers, Insurers, and Insurance Brokers to deal with your claim effectively and where applicable in accordance with the civil procedure rules governing claims in England.

### Who do we share this information with?

In order to deal with your insurance claim we may share information with our appointed claims handlers and our Insurers.

We may also share information with a number of national registers which have been established to combat fraudulent claims.

### How long do we keep your information for?

Data held	Retention period
All personal data in relation to the processing of an insurance claim	10 years after closure of the claim or longer where required by legislation

### What is our lawful basis for processing your information?

Article 6(1)(c) - Legal obligation - the processing is necessary for us to comply with the law relating to insurance claims – the civil procedure rules

Article 9(2)(f) - Legal claims - processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity

Article 9(2)(g) – Substantial Public interest supplemented by Schedule 1(20) of the Data Protection Act 2018 which relates to processing necessary for insurance purposes.

**For More information about how the County Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).**