

Privacy Notice

Legal Services



North Yorkshire
County Council

This Privacy Notice is designed to help you understand how and why Legal Services 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 Council has a duty to provide legal advice to internal clients (and external client where this is permitted, specifically wholly owned companies and the Electoral Registration Officer and Returning Officer).

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
infogov@northyorks.gov.uk // 01609 53 2526

What personal information do we collect?

Legal Services does not routinely collect data, due to the nature of the services we provide, it is most probable that your data will have been acquired by one of the other service departments within NYCC, for example if we are advising on a planning matter then your data may be passed over from our planning department, if we are advising on a highways matter then your data may be passed over from our highways department.

We will routinely receive personal information from the service departments within NYCC, that legal services support and advise, which may include but not be limited to the following personal data:

- Name and Contact Details
- Family Details
- Lifestyle and Social Circumstances
- Goods and Services
- Financial Details
- Employment and Education Details
- Visual images, Personal Appearance and Behaviour
- Business Activities
- Case File information

And Special Categories of personal data:

- Physical or Mental Health details
- Racial or Ethnic origin

- Offences (including alleged offences)
- Criminal proceedings, outcomes and sentences
- Religious or other beliefs of a similar nature

On occasion we may be the first point of contact that you have, in these circumstances we may collect some or all of the information listed below. We will ensure that we only collect the information required for us to deal with the matter.

- current and former name, telephone number, e-mail address, address
- medical information, banking details, criminal record
- copies of identity documents, national insurance number
- account information, transaction history, complaints

There are limited circumstances where you must provide us with information; where there is a legal obligation to provide this information we will advise you of the same along with the consequences of failing to provide this.

In all other circumstances the information we obtain is necessary for the matter that we are dealing with, if you fail to provide information that is required then we may not be able to provide a service/complete legal transactions with you, or it may take longer to perform that service or may lead to you failing to receive important legal documents and relevant correspondence.

We also obtain personal information from other sources as follows:

- personal information from public sources such as the electoral roll, social media, public directories etc
- receive information from other government agencies or departments relevant to the matter that we are advising on

Why do we collect your personal information?

We are collecting your personal data for the purposes of dealing with legal proceedings and transactions in accordance with the Council's statutory duties and/or the establishment, exercise or defence of legal claims.

Who do we share this information with?

Your personal information will be treated as confidential but it may be shared with other Council services in order to ensure our records are accurate and up-to-date, and to improve the standard of the services we deliver. We will only use your information in ways which are permitted by the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

In order to deliver services, it may be necessary for us to share your personal data with, but necessary limited to, the following organisations/partners:

- The courts and those involved in legal proceedings and non-contentious matters including external solicitors and barristers, expert witnesses, the Office of the Official Solicitor and Public Guardian, the Police and other crime enforcement agencies, CAF/CASS.
- Other Local Authorities, Parish Councils and Commons Associations
- Highways England.
- Tribunals.
- Coroner's Inquests.
- Inquiries.
- Government Agencies and departments eg HMRC, DWP, Immigration where necessary.

- The Land Registry.
- HMRC.
- The National Health Service and Clinical Commissioning Groups.
- Members of the public by way of statutory notice or property related order (e.g. Compulsory Purchase Order).
- Trade Unions.
- Solicitors, barristers and other professionals who may be acting on our behalf.
- Third Party organisations such as care agencies, care home providers and other professional carers.
- Deputies appointed by the Court of Protection and Attorneys appointed under Lasting Powers of Attorney
- Debt collectors
- Elected Members and MPs (as your representative)
- Contractors providing IT or advice services
- National Regulators e.g. Information Commissioner's Office, Investigatory Powers Commissioner.
- Schools
- Consultees – statutory or others

We will not disclose your personal information to third parties for marketing purposes.

How long do we keep your information for?

North Yorkshire County Council will retain your personal data for as long as is necessary it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons and in line with our organisation's document retention policy

What is our lawful basis for processing your information?

The lawful grounds for processing under the General Data Protection Regulation (GDPR) are Article 6(1)(c) for personal data and Article 9(2)(f) for special category personal data.

Legal obligation under various UK laws including but not limited to:

- The Regulation of Investigatory Powers Act 2000,
- The Equality Act 2010; and
- The following areas of law / common law:
 - Adult Social Care
 - Childcare
 - Employment
 - Education
 - Litigation
 - Commercial
 - Property
 - Planning
 - Highways
 - Environmental
 - Local Government
 - Coronial
 - Judicial Review
 - Information Law

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](#).