

## **Privacy Notice**

### **Legal & Governance**

Everything we do with information about living people – such as how we collect it and who we share it with – has to comply with the Data Protection Act. A key part of this is being open about how we use information and what rights you have in respect of it.

This notice tells you what information we collect and process about you when you ask for or get services from our Legal & Governance directorate which is led by Fiona McMillan, Interim Director of Legal and Governance. The directorate contains the following service areas:

- Legal Services which is divided into four teams; (1) Litigation, (2) Child Protection & Adult Social Care, (3) Contracts and (4) Planning & Property
- Information Governance
- Land Charges
- Electoral Services
- Democratic Services
- Civic Office
- Members Services
- The Office of the Leader and Cabinet

#### **What information do we hold and about who?**

We collect and process information about people who have contacted us for specific services or who we have engaged through legal for example. The kind of information we may process may include:

- Name
- Address
- Date of birth
- National Insurance Number
- Gender
- Ethnicity
- Details about children
- Bank details
- Income details
- Physical health
- Mental Health
- Email address
- IP address
- Online identifier such as user name
- Political opinions
- Criminal offences including allegations
- Religious or philosophical beliefs

- Trade Union
- Sexual orientation
- Sexual activity
- Premises details
- Details about other agencies involved with you
- Witness and victim details

The categories of person about whom we may hold information includes

- Customers
- Service providers such as foster carers
- Complainants, commenters, petitions and objectors to matters
- Vulnerable children and adults
- License holders
- Tenants
- Elected Members
- Local Businesses

The information we collect is recorded in paper files, in databases and in electronic folders on Peterborough City Council's secure network where it is accessible only to staff who need to see it to do their jobs. Staff who visit you might keep paper notes about their conversation with you but these will usually be destroyed once relevant information is transcribed to our electronic systems. Some of the information in our databases can be accessed remotely on mobile devices, by staff who visit you in your home.

### **Why do we have it and what do we use it for**

If you approach these services then we will need to process your information to establish, defend and exercise legal claims, perform our statutory duties and also provide you with information where you consent to receive those.

- Legal Services comprises a number of teams. The Litigation team provides advice and representation to internal and external clients relating to matters such as criminal prosecution, civil enforcement and employment law. We are also currently responsible for delivering the school appeals service (admission, exclusion and transport). The Contracts team provide legal advice and support in relation to all contract matters and procurement projects across the Council. The Planning & Property team provide legal advice and support for property, planning highways, and land charges. The Child Protection and Adult Social Care team provide legal advice and representation for matters relating to child protection, safeguarding for children and adults and deprivation of liberties. Therefore the basis for the processing of personal data and special category of data is to establish, defend and exercise all legal cases on behalf of the council.
- Information Governance provides management and advice on data protection, data sharing, open data and Freedom of Information Act requests (FOIA). We will process personal data to enable us to respond to and manage [requests under](#)

[data protection](#) legislation such as subject access request where we need to confirm identities for example. We will also process personal data for FOIA requests in relation to contact details to enable us to respond to customers. We do publish [FOI responses](#) without the name of the requester online as we treat all responses as responses to the wider public. We also publish a wide range of [open data](#) for customers to view.

- [Land Charges](#) maintain the Land Charges Register and undertake conveyancing searches in accordance with the Local Land Charges Rules 1977.
- [Electoral Services](#) administers and facilitates all types of elections and referenda within the Peterborough area as part of our statutory duties under the Representation of The Peoples Act for example. We will process both personal and special categories of information as part of our statutory duties. The Electoral Registration Officer (ERO) is responsible for the electoral register and is a separate data controller to Peterborough City Council, you can exercise your rights in the same way.
  - Please also note that when you seek to register, to verify your identity, the data you provide will be processed the Individual Electoral Registration Digital Service managed by the Cabinet Office. As part of this process your data will be shared with the Department of Work and Pensions and the Cabinet Office suppliers that are data processors for the Individual Electoral Registration Digital Service. You can find more information about this [here](#)
- Democratic Services facilitates and advises on the Council formal decision making processes, scrutiny processes, constitution and other governance issues. This will also include the provision of support to petitions where we will need to confirm that you live in the city to validate your inclusion on the petition.
- The [Civic Office](#) supports the Mayor and civic events. The office maintains a list of those people who have consented to be on the contacts list for civic events from which you can withdraw at any point. The office will also maintain a list of attendees at civic events and ceremonies.
- Members Services provide support to our elected Members so will retain personal information and special category data about them for the purposes of fulfilling the contract of employment. If you contact Member Services for a Member to assist with your issue, we will need to collect certain details about you to enable the Member to take your issue forward. This is done with your consent and if you do not wish the information to be shared or retained then you should inform on contact however it may not be possible to assist you if we cannot share.
- The Office of the Leader and Cabinet supports the Leader and Deputy Leader of the Council along with the Cabinet. If you contact the office for the Leader or Deputy Leader to assist with your issue, we will need to collect certain details about you to enable the Leader or Deputy Leader to take your issue forward. This is done with your consent and if you do not wish the information to be shared or retained then you should inform the Office on contact.

We collect only the information that we need to carry out these functions and we ensure

that it is used and stored safely and securely. All staff who have access to information about you will have received training on data protection and information security.

### **Who we share information with and why**

We will need to share information where it is necessary to perform our statutory duties and this will be made clear to you in your particular case. We will share information with other law enforcement partners for the purposes of preventing or detecting crime as well as the prosecution or apprehension of offenders.

Some of the agencies we receive and share information with will include:

- Health Agencies
- Local Businesses
- Contracted providers who may undertake printing work
- Department for Work and Pensions
- Other Council services where permitted
- Police
- other Councils where permitted
- partners such as Skanska, Amey, NPS Property and Serco
- Care providers
- GPs
- Solicitors
- HM Courts
- Education providers
- UKBA
- HMRC
- Central government departments
- Local Businesses
- Political Parties
- Law Enforcement agencies
- Credit reference agencies
- British Library
- Electoral Commission
- National Fraud Initiative

All information sharing is done with reference to the principles set out in the Cambridgeshire and Peterborough Information Sharing Framework. We require anyone we share information with, or who uses it on our behalf, to adhere to Data Protection law.

### **How long do you keep information for?**

We only keep information for as long as it is needed. This will be based on either a legal requirement (where a law says we have to keep information for a specific period of time)

or accepted business practice. More detail can be found in our retention schedule.

## **Your Rights**

You have rights under Data Protection and these are as detailed in the corporate notice and can be accessed on our [Data Protection - Rights Information page](#).