



**WOKINGHAM
BOROUGH COUNCIL**

Privacy Notice Shared Legal Solutions

This notice, in conjunction with Wokingham Borough Councils overarching privacy statement, explains when as a service we collect personal information, what we use your data for, who has access, who we share it with, and what your rights are.

Who are we?

Shared Legal Solutions
Governance and Improvement Services,
Wokingham Borough Council,
Shute End,
Wokingham,
Berkshire,
RG40 1BN

What is the lawful basis for processing the information?

The lawful basis for processing your information is necessary for compliance with a legal obligation, as specified by the following legislation:

- Local Government Act 1972
- Local Government Act 1974
- Highways Act 1980
- Police and Criminal Evidence Act 1984
- Road Traffic Regulation Act 1984
- Local Government Act 1985
- Local Government Finance Act 1988 – to date
- Local Government and Housing Act 1989
- Town and Country Planning Act 1990
- Local Government Finance Act 1992
- Council Tax (Administration and Enforcement) Regulations 1992
- Criminal Procedure and Investigation Act 1996
- Employment Act 1996
- School Standards and Framework Act 1998
- Data Protection Act 1998
- Human Rights Act 1998 – sections 6 and 8
- Civil Procedure Rules 1999
- Local Government Act 1999
- Local Government Act 2000
- Regulation of Investigatory Powers Act 2000
- Planning and Compulsory Purchase Act 2004
- Housing Act 2004
- Education Act 2005
- Clean Neighbourhoods and Environment Act 2005
- Animal Welfare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Commons Act 2006
- Fraud Act 2006
- Tribunals, Courts and Enforcement Act 2007
- Local Government and Public Involvement in Health Act 2007
- Employment Act 2008
- Housing and Regeneration Act 2008
- Local Democracy, Economic Development and Construction Act 2009
- Equality Act 2010
- Flood and Water Management Act 2010
- Academies Act 2010
- Localism Act 2011
- Education Act 2011

- Welfare Reform Act 2012
- Growth and Infrastructure Act 2013
- Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013
- Prevention of Social Housing Fraud Act 2013
- Criminal Justice and Courts Act 2015
- Accounts and Audit Regulations 2015
- Housing and Planning Act 2016
- Neighbourhood Planning Act 2017
- Children and Social Work Act 2017
- Homelessness Reduction Act 2017

How do we collect information from you?

Information is collected from you as the service user via online web forms, hard copy documents, e-mail, and on occasion by telephone or through face-to-face discussion. This information will be collected from either you directly as the data subject, or from a representative acting on your behalf, e.g. a manager. We may also receive information from third parties such as schools, academies, local authority companies, other statutory bodies, other legal professionals, and other councils.

What type of information is collected from you?

The service collects and processes a range of information about you. The information is provided to enable Shared Legal Solutions to carry out its duty and functions, provide you with a service, and continue to make service improvements.

We may collect the following information: Surname, Forename, Title, Age, Address, Postcode, E-mail, Phone number, National Insurance number, Household composition, Wage information, Pension data, Employment history or benefits, Housing and rent details, Financial information, Personal reports from health professionals, References and educational qualifications, and Disciplinary documentation.

You will be informed of any other data we collect, that is not listed above, orally or through email at the time of collection of the data.

How do we use the information you have provided?

All information provided is used by Shared Legal Solutions for the purposes of:

- Provide legal advice principally to our client councils
- To complete a transactional matter; such as property transaction or TUPE transfer
- To prosecute where under a statutory duty
- To defend/pursue the Council's legal interests
- Responding to enquiries and other matters
- Analysing statistical data for service development purposes (usually anonymised)

Who has access to the information about you?

Your information is managed by staff employed in Shared Legal Solutions. Your information may also be shared with officers from other service areas for assistance with these matters. All personal data is stored securely; we have in place security which are intended to ensure, as far as possible, the security and integrity of all personally identifiable information.

Your data is stored securely on our systems and accessed only by authorised officers of Wokingham Borough Council by using their own Username and Password all created in-line with pre-defined user credentials. Personal data is also held in electronic files on the Councils network drives. These are only accessible through personal logon credentials and access privileges to specific drives.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our sites, any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access, and any exchanges of information carried out once we are in receipt of your data will be done securely.

Any personal data held in paper format is held in lockable filing storage, and accessed only by authorised officers, as is data held on audio or CD/DVD media. Data may be stored in paper form and is always secured in lockable cabinets when not in use. Access to Council sites is also secure requiring a person electronic pass (lanyard) to access staff only areas.

Who we may share your information with?

When contacting Shared Legal Solutions, your information will be shared with other Council staff to the extent required to provide you with the service you have requested. Wokingham Borough Council may share personal information with the police and other local authorities under Article 23 of the General Data Protection Regulations in order to prevent or detect crime. Wokingham Borough council may also share data with other local authorities during the transaction (for example, information at the end of a property transaction or the result of a court case).

To ensure that information is held continued to be held securely and that accuracy is maintained, there will also be instances where our system suppliers will need to access individuals personal information. This will be on a strict need to know basis and all contracts have confidentiality clauses built in.

The Council will not transfer your information to countries outside the European Economic Area (EEA) unless this is necessary, and only to countries which have sufficient safeguards in place to protect information.

Information will be shared internally if required for better performance and efficiency of Council services and the welfare of individuals.

How long do we store your information?

The duration that the Council will hold information, and what happens at the end of that period, are as described within the Councils corporate retention schedule available on our website: www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/privacy-statement

Does the service utilise automated decision-making?

Shared Legal Solutions does not utilise automated decision-making in the services that it provides.