

# Privacy Statement

## Legal Services

### Your Data

#### What data we collect

We may collect the following personal data in relation to Employees, School Pupils, SEN pupils, Councillors, residents and members of the public to enable us to carry out our statutory duties:

- Name
- Address
- Date of birth
- Parental details /next of kin information
- Health information
- Contact details

#### Why we collect it

Brentwood Borough Council collects this information to enable us to provide legal services, to process legal instructions, to advise and or implement statutory duties of the authority under the following Acts:

- Local Government Finance Act 1992
- Crime and Disorder Act 1998
- Data Protection Act 2018
- Anti-Terrorism, Crime and Security Act 2001
- Road Vehicles (registration and Licensing) Regulations 2002
- Offender Management Act 2007
- National Audit Act 1983
- Criminal Appeal Act 1995
- Implied Statutory powers implicit to the need to process statutory functions and powers Activities such as data collection and sharing are not themselves usually express statutory functions but may be incidental to other statutory functions, legal services is incidental to the Authority's statutory functions within the LGA 1972 For sharing in particular; section 111 LGA 1972, section 2(1) LGA 2000, Section 17 Children Act 1989 and section 6 Crime and Disorder Act 1998 Common Law powers "

#### Where it will be stored

Data will be stored securely on Brentwood Borough Council's servers or 3<sup>rd</sup> party systems contracted to supply services to the Council. Details about how your data is held securely can be found in our Corporate Data Protection Privacy Notice.

### **Who we will share it with**

We will never sell your data, however we may share your personal data between our services and with partner organisations, when it will be of benefit to you, required by law, or to prevent and detect fraud. These organisations may include the police, central government and the Department for Work and Pensions.

### **How long we will keep it**

We will only keep your information for as long as necessary. The retention period is either dictated by law or detailed in our Documents Retention Policy which can be found on our website. Once your data is no longer needed it will be securely and confidentially destroyed.

### **Your rights**

- The right to be informed – this relates to how we use your personal data
- The right of access - You can ask for access to the information we hold on you
- The right to rectification - You can ask to change information you think is inaccurate
- The right to erasure - You can ask to delete information (right to be forgotten) in certain circumstances
- The right to restrict processing - You can ask to limit what we use your personal data for
- The right to data portability - You can ask to have your information moved to another provider
- The right to object – You can object to the processing of your personal data in certain circumstances
- You also have rights in relation to automated decision making and profiling

You can find more information here:

<http://www.brentwood.gov.uk/index.php?cid=2879>

<https://ico.org.uk/>