

# Privacy Notice

## Legal Services



This Privacy Notice is designed to help you understand how and why the legal team at Ryedale District Council processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

### Who are you?

Ryedale District 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).

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

Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL  
[DPA@ryedale.gov.uk](mailto:DPA@ryedale.gov.uk) // 01609 53 2526

### What Personal Data of mine do you 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 the Council, for example if we are advising on a planning matter then your data may be passed over from our planning department.

We will routinely receive personal information from the service departments within the Council, that legal services support and advise, which may include any type of personal data and 'special category data'.

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 may 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

### **What is the purpose of collecting my Personal Data?**

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 you share this data 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).

The Council works jointly with North Yorkshire County Council to provide Legal Services. You can find out more information about how the County Council processes your data here: [www.northyorks.gov.uk/privacy](http://www.northyorks.gov.uk/privacy)

In order to deliver services, it may be necessary for us to share your personal data with any number of other organisations. This includes but is not necessarily limited to:

- 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.
- Tribunals. Coroner's Inquests, regulators, and Inquiries.
- Government Agencies and departments eg HMRC, DWP, Immigration where necessary.
- Members of the public by way of statutory notice or property related order (e.g. Compulsory Purchase Order)..
- Solicitors, barristers and other professionals who may be acting on our behalf.
- Debt collectors
- Elected Members and MPs (as your representative)
- Consultees – statutory or others

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

### **How long do you keep this data for?**

The 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 your legal basis for processing this data?**

The Council's legal services team processes your personal data and special category data to defend and/or exercise the legal rights of the Council and/or any individual. This is in pursuance with several legislative texts.

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