

Your Personal Data: Legal Services

What we need

Mid Sussex District Council will be what is known as the 'Controller' of the personal data you provide to us. The data we collect may include personal data and sensitive personal data. This may consist of name, address, bank details, health details, previous convictions, date of birth, ethnic origin, identification verification etc.

Legal basis for processing

Processing of personal information is carried out in accordance with Article 6 of the General Data Processing Regulation (GDPR):

- Processing is necessary for compliance with a legal obligation
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

and in accordance with the Data Protection Act 2018.

Why we need it

We need to collect personal data in order to provide services for and on behalf of the Council. Information provided will be used in connection with the following tasks:

- Contact you in relation to a case
- Monitor RIPA authorisations
- Provide legal advice to other teams within the Council
- Manage legal cases eg. prosecutions, other enforcement action, litigation on behalf of the council, or the defence of a case against the council
- Handle the acquisition or disposal of property
- Deal with contracts and procurement
- Handle Planning matters
- Deal with disputes involving the Council
- Provide legal advice and case management services to other authorities

What we do with it

All the personal data we process is processed by our staff in the UK. No third parties have access to your personal data unless the law allows them to do so. In processing your data, we may also share it with other Council Departments, the parties to a transaction, including their professional representatives, other public bodies, Government Departments and agencies.

How long we keep it

We carefully consider the personal data that we store, and we will not keep your information in a form that identifies you for longer than is necessary for the purposes set out in this notice or as required by applicable law. In some instances, we are required to hold data for minimum periods: for example, certain UK laws currently specify fixed time periods for retention of some of your personal data. We will keep your data typically for between 3 and 12 years depending on the nature of the transaction and the relevant statutory requirements. Deeds are retained indefinitely.

What are your rights?

You have the right to request a copy of the information that we hold about you. This is known as a Data Subject Access Request. If you would like a copy of some or all of your personal data please email or write to the Data Protection Officer – see contact details below.

We want to make sure that your personal information is accurate and up to date. If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) - <https://ico.org.uk/concerns/>.

To contact our Data Protection Officer you can email foi@midsussex.gov.uk or write to
Data Protection Officer
Digital & Technology
Mid Sussex District Council
Oaklands Road
Haywards Heath, RH16 1SS

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