**Privacy Notice – Legal Services**

This notice sets out how Eastleigh Borough Council (EBC) will deliver Legal Services.

Eastleigh Borough Council (EBC) is committed to protecting and respecting the privacy of your personal data. As a registered Data Controller (Reg. no. Z7118863), we comply with the General Data Protection Regulations 2018 (GDPR). Our full privacy notice can be found at www.eastleigh.gov.uk/privacy.

Why do we need your personal information?

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| **Category of personal data we may request includes:** | **Purpose of requesting information:** |
| The types of personal data we hold may include names, addresses and dates of birth as well as biographical, professional, financial and social information about residents, members of the public, elected members, and experts instructed for the purposes of providing legal advice and representation.  We may also hold sensitive personal information such as race, ethnic origin, political opinions, religious beliefs, trade union membership, health, sex life or sexual orientation | Legal Services offer expert in house legal advice to all officers and Councillors in the Council on a full range of areas of law including the following:   * Major projects * Procurement and contracts * Property, planning and highways * Housing and Licensing * Prosecutions, civil litigation and employment * Administrative and local government law * to allow us to exercise, establish or defend legal claims on behalf of the council   We rely on one or more of the following reasons to process your data:   * to perform a contract which you have entered into with us * to comply with a legal obligation that we are subject to * to perform a task carried out in the public interest or where we are exercising official authority * to carry out certain obligations and rights in the field of employment law * to establish, exercise or defend a legal claim * processing is in the substantial public interest |
| **Who we may share your data with includes but not limited to:** | * Customer Services, * Case Management * Legal Services * Enforcement and regulatory services * Other local authorities * Debt collection agencies * Other relevant government departments or agencies * Land Registry * HMRC * Insurers * Solicitors * Barristers * Members of public by way of statutory notice or property related order * Her Majesty’s Courts and Tribunals Service (HMCTS). * Internal Audit |
| Lawful basis for using your personal data: | * Article 6 (1) (c) - Legal Obligation * Article 6 (1) (e) - Public Task * Article 6 (1) (b) - contract |
| Lawful basis for using your special personal data | * Article 9 (2) (g) – Substantial public interest |

 Who we might share your information with

Your personal information will be treated as confidential, but it may be shared with other Council services in order to provide services, meet our legal obligations as a Local Authority, ensure our records are accurate and up-to-date and improve the standard of the services we deliver. It may also be shared with external organisations involved in delivering services on our behalf where the Council has a lawful basis to do so. We will only use your information in ways which are permitted by the General Data Protection Regulation and the UK Data Protection law.

* The Council has a duty to protect the public funds it administers and may use the information you have provided or share it with other bodies for the purpose of preventing and detecting fraud. This includes participation in the Cabinet Office [National Fraud Initiative](https://www.gov.uk/government/collections/national-fraud-initiative).
* We will NOT use your personal data for marketing products or services.

How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements, or to fulfil statutory obligations. Full information regarding retention periods for the different types of data can be found on our website in our [retention and disposal](https://www.eastleigh.gov.uk/privacy/retention-and-disposal-schedule) schedule.

Data Protection Officer

If you wish to ask us anything about data protection, ask for a copy of your data or you have a complaint about how we have used or looked after your data, you can contact our Data Protection Officer at:

Data Protection Officer  
Eastleigh Borough Council

Eastleigh House

Upper Market Street

Eastleigh SO50 9YN

Email: [DP@eastleigh.gov.uk](mailto:DP@eastleigh.gov.uk)

For more information on Data Protection in general, or if you wish to make a complaint relating to how your personal data has been used, please contact:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AX

Website: [www.ico.org.uk](http://www.ico.org.uk/)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)