**Legal Services – Privacy Notice**

 **The reasons why we process your data:**

* Litigation matters
* Planning matters
* Licensing matters
* Contracts matters
* Property matters
* Historic mortgage files

**How we collect your data:**

* Emails
* Telephone Calls
* Online
* Letters

**The lawful basis for processing your data:**

* Legal obligation
* Public task

**The type of personal data we process:**

* Name
* Address
* Email Address
* Telephone Number
* Date of birth
* Biographical information
* Employment details
* Financial information
* Photographs and images

**Special (Sensitive) category data:**

* Race
* Ethnicity including nationality
* Political opinions
* Religious beliefs
* Trade union membership
* Health (mental or physical)
* Sexual life or sexual orientation

**Lawful Basis for Processing Special Categories of Personal Data:**

Substantial public interest

**Processing of personal data relating to criminal convictions and offences:**

Non-applicable

**Sharing your data:**

* Outsourced legal resources
* External Experts instructed such as Counsel and Expert Witnesses
* Outsourced information technology service providers
* Outsourced document production services
* Hosted services who may access your information for the purposes of maintenance of their service.
* Regulators and other legal obligations
* Insurers
* External auditors
* Other council departments
* Solicitors under professional legal privilege
* Barristers under professional legal privilege
* HSE
* Land Registry
* Court Services
* Companies House

**Automated decision making :**

Non-Applicable

**How long we keep your data:**

Matter files 7 or 12 years after closure, depending on matter type

Contract under seal 12 years after expiry/sale