

Council Service:	<i>Legal Services & Land Charges</i>
Why we use personal information about you	<ul style="list-style-type: none"> • To provide services for and on behalf of the Council • Information provided will be used in connection with the performance and exercise of the Council's statutory or public functions, legal and/or regulatory and/or contractual requirements. • To process your request, for example to reply to any local land charge enquiries
Why we are allowed to use your personal information	Legal obligation or public task under various UK laws relating to the powers and functions of the Council
What sort of information we may hold about you	<p>The personal Data that we may hold includes information such as;</p> <ul style="list-style-type: none"> • your household's names, • date of birth, • contact details, • photos and CCTV footage • special category personal data such as gender, ethnicity, religion or other beliefs, sexual orientation, criminal conviction and medical history. <p>Under Data Protection legislation, we are permitted to use the information this way because processing is necessary for the establishment, exercise or defence of legal claims.</p>
How long we may keep your personal information	<ul style="list-style-type: none"> • Your information will be held electronically or on paper and retained for a period of 6 years after closure of your case. • However, there may be circumstances depending on the nature of the transaction and the relevant statutory requirements data may be held up to 12 years. • Deeds are retained indefinitely. • Your information will be held securely and treated confidentially.

<p>Who we share your personal data with</p>	<p>We may share the information we process with the following organisations:-</p> <ul style="list-style-type: none"> • External solicitors/agents (both those representing the Council and defendants/applicants) • Police • Judicial Agencies – e.g. Courts • Expert witnesses • Client Departments • Insurers • Other Local Authorities • Enforcement Agents <ul style="list-style-type: none"> • 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 offices National fraud Initiative. • We may share your information for the lawful purpose of the prevention and detection of crime under the Crime and Disorder Act 1998 • We may share your information with other Council services to ensure our records are accurate and up to date
<p>When computers make any decisions about you</p>	<p>Not applicable</p>
<p>When your data gets sent to other countries</p>	<p>Not applicable</p>
<p>Your Rights</p>	<p>You have the right to:</p> <ul style="list-style-type: none"> • Request a copy of your information (known as a subject access request) • Request rectification or erasure of your information • Request a restriction on the processing of your information, and, object to processing of your information • Complain to the information Commissioners office about the way the Council processes your information <p>If you require further information about the use of your data or would like to exercise any of the above rights please contact: the Data Protection officer at South Ribble Borough council</p>