

Legal Services - HB Public Law

Who we are and why we are publishing this notice

HB Public Law was created in 2012 by combining Harrow and Barnet Councils' legal teams in a shared service. Subsequently Hounslow Council, Buckinghamshire County Council and Slough Borough Council joined the shared service. We provide legal advice in the areas of Adult Social Care, Child Care, Contracts and Procurement, Criminal Litigation, Education, Employment, Governance, Housing and Civil litigation, Information Law, Planning and Property.

This Privacy Notice broadly explains the purpose for processing data, the legal basis, categories of personal information collected, who we may share it with and your rights.

Why are we processing personal information?

As legal advisors we do not routinely collect data. Usually your data will have been acquired by one of the other service departments within the councils we support, for example if we are advising on a planning matter then your data may be passed over from a planning department, if we are advising on a housing matter then your data may be passed over from a housing department.

On occasion we may be the first point of contact that you have. In these circumstances we may collect some or all of the information listed below. We will ensure that we only collect the information required for us to deal with the matter.

- current and former name, telephone number, e-mail address, address
- medical information, banking details, criminal record
- copies of identity documents, national insurance number
- bank account information, transaction history, complaints
- personal data relating to the specific matter in question

Information collected from other sources

We also obtain personal information from other sources as follows:

- we anticipate that we will routinely receive personal information from the service departments within Councils that we support and advise
- we may obtain personal information from public sources such as the electoral roll, social media, public directories etc.
- we may also receive information from other government agencies or departments relevant to the matter that we are advising on

Our legal basis for using the information you provide?

As a local authority entity we rely upon public task and our legal obligations as the lawful basis for processing your personal data. We also commonly rely on contract and legitimate interest as the bases for processing your data. The nature of processing may change from task to task. If you would like to know more about this you can contact the Data Protection Officer (DPO) whose details are provided below.

Who we may share your information with

Where necessary, to enable us to progress the matter that we are working on, we may need to share information with other departments at the Councils who instruct us, as well as other local authorities, other agencies of local or national government, external lawyers and other appropriate advisers. We also supply information to your advocates under legal disclosure rules. This list is intended to be demonstrative rather than conclusive.

On occasion we may be required to share personal information with law enforcement or other authorities if required by applicable law. Where this occurs we will ensure that appropriate safeguards are in place.

Keeping your information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We operate a secure case management system. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How long do we keep your information?

We will only keep your information for as long as is required by law and to provide the necessary services. For further details you can submit a request via the [Request for Information](#) page.

We may also anonymise some personal data you provide to us to ensure that you cannot be identified and use this data to allow the Council to effectively target and plan the provision of services.

Your Rights and Access to your information

You have the right to request a copy of the information that we hold about you.

The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including the right to:

- Withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete.
- Have your data transferred or copied should you move to another authority.
- Not be subject to automated decision-making including profiling.

To request information that we hold about you visit our [Subject Access Request](#) page.

If you have any concerns

If you need further advice or guidance please contact the Data Protection Officer:

Darren Davies
3rd Floor
Civic Centre
Station Road
Harrow
HA1 2XY
dpo@harrow.gov.uk

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit our [Compliments and Complaints](#) page.

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can [report a concern by visiting the ICO website](#).