



Privacy Notice Bristol City Council

Privacy Notice – Legal Services (including Case Management System)

Who we are

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other regulations including the UK General Data Protection Regulation (UK GDPR), which means it determines what your personal data is used for and why it is collected.

The purpose of this privacy notice is to tell you about how we collect and use personal data in connection with our service. We may update this privacy notice from time to time. When we do this, we will communicate any changes to you and publish the revised privacy notice on our website. This privacy notice should be read alongside the councils [Corporate Privacy Notice](#).

Our main address is City Hall, College Green, Bristol, BS1 5TR and our contact details can be found on [Bristol City Website](#)

Legal Services consists of four teams including

- Property and Planning,
- Litigation, Regulatory and Community,
- Child Protection
- Commercial and Governance

The ICasework online case management system is utilised to administer legal cases.

What data we need to collect and use?

To provide this service, we will collect and use some or all the personal information below:

- Name,
- date of birth,
- email address,
- address,
- phone number,
- online identifiers,
- criminal proceedings,
- outcomes and sentences,
- criminal offences (including alleged offences).



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We get most of this information from you and from what we learn about you through your use of our services, but we may also get some information about you from: health and education providers, commissioned partners, family members, your legal representative, referees, employers, regulatory bodies, police, other local authorities.

How do we use your personal information?

We use this information for one or more of the following reasons:

- Manage and progress legal cases
- Fulfil legal instructions
- Comply with statutory duties

What is the legal basis for our use of your personal information?

The information below shows the legal bases we are relying on to use your personal or special category (sensitive) personal information.

- Processing is necessary to perform 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

Special category (sensitive) personal information/criminal offence personal information

We rely on: -

- Employment, Social Security, Social Protection law
- Legal claims / Judicial
- Substantial public Interest including the conditions as outlined in the data protection act 2018:
 - Statutory and government purposes,
 - Preventing or detecting unlawful acts,
 - Protecting the Public,
 - regulatory requirements,
 - Safeguarding of children and individuals at risk,
 - Safeguarding of economic well-being of certain individuals,
 - insurance,
 - Disclosure to elected representatives
 - Standards of behaviour.
- Medicine, Employee capacity, Medical Diagnosis, Health or Social Care including the conditions as outlined in the data protection act 2018:
 - Assessment of the working capacity of an employee
 - medical diagnosis
- Criminal offence data including the conditions as outlined in the data protection act 2018:
 - Health or social care purposes,



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- Statutory and Government purposes,
- Preventing or detecting Unlawful acts,
- Protecting the public against dishonesty,
- Regulatory requirements relating to unlawful acts and dishonesty,
- Preventing Fraud,
- Safeguarding of children and individuals at risk,
- legal claims.

The laws for which we rely on for the processing can be found in [Annex A](#).

Will my personal data be sent outside the UK?

No personal information is routinely sent or held outside the UK. Should the transfer of personal information outside the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the data.

How long we will keep your personal information?

We will hold this information for as long as it is needed, or if we are required to do so by law. In practice this means that your personal information may be retained for the relevant period as set out in the Council's [data retention schedule](#).

This is a 6 year retention period in relation to the below unless otherwise stated.

- All records relating to general common law issues
- All records relating to investigations undertaken by Trading Standards
- All records relating to surveillance and enforcement action undertaken under the Regulation of Investigatory Powers Act 2000
- Case files relating to Criminal Injuries Compensation Authority Claims – 85 years
- Case files relating to obtaining any legal order relating to a child (This period relates to the legal file not to the child's personal file.) 25 years
- Case files relating to redemption of Social Services Section 22 charges
- Case files relating to Section 22 charges under Health & Social Services & Social Security Adjudications Act 1983
- Foster parent records (This period relates to the legal file not to the personal file.) 10 years

Your rights as a data subject

The law gives you a number of rights to control what and how personal information is used by us, including the right to access a copy of your personal information and withdraw your consent when we rely on your permission to use your personal data.



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Full details about how we use and share your data and your rights can be found on our [Corporate Privacy Notice](#). If you are unable to access our digital Privacy Notice, please [contact Citizens Services](#) whom will be able to send a hard copy.

To update or correct your information if it is inaccurate please [contact Citizens Services](#).

To access a copy of your personal information, more details and how to make a request can be found on the [data protection subject access requests page on the council website](#).

You can exercise any of these rights, ask questions about how we use your personal data or complain by contacting us at data.protection@bristol.gov.uk or by writing to our data protection officer at:

Data Protection Officer
Information Governance
Bristol City Council
City Hall
PO Box 3399
Bristol
BS1 9NE

If you think we have dealt with your information inappropriately or unlawfully, you have the right to complain to the ICO at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: <https://ico.org.uk/>

Next annual review date: June 2027

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Annex A

Legal Gateways -

- The Employment Tribunal Procedure Rules 2024 Employment Tribunal Case Management Orders
- Section 1 of the Localism Act 2011
- Section 7 of the Local Government (Miscellaneous Provisions) Act 1976
- Section 33 of the Local Government (Miscellaneous Provisions) Act 1976
- Section 33 of the Trade Descriptions Act 1968
- Section 26 of the Trade Descriptions Act 1968
- Section 28 of the Trade Descriptions Act 1968
- Section 27 of the Trade Descriptions Act 1968
- Section 6 of the Clean Neighbourhoods and Environment Act 2005
- Section 8 of the Clean Neighbourhoods and Environment Act 2005
- Section 7 of the Clean Neighbourhoods and Environment Act 2005
- Section 8 of the Clean Neighbourhoods and Environment Act 2005
- Section 223 of the Local Government Act 1972
- Section 222 of the Local Government Act 1972
- Section 2 of the Local Authorities (Land) Act 1963
- Section 76 of the Housing and Planning Act 2016
- Care Act 2014
- Children Act 1989/2004 associated statutory guidance (i.e. **Working Together 2023**)