



## **Privacy Notice**

### **District Law – Legal Services**

District Law is a part of Kettering Borough Council, and provides legal advice and services to Kettering Borough Council, Daventry District Council and the Borough Council of Wellingborough (the “member authorities”).

#### **Why we collect information about you**

District Law collects personal data from the internal service areas of the three member authorities, along with data from external sources such as residents, external solicitors, the Police and other third parties. It uses this information to carry out a range of legal services on behalf of its member authorities, these include:

- Prosecutions against individuals for breaches of regulatory law;
- Housing repossession cases;
- Right to Buy applications;
- Monitoring under Regulation of Investigatory Powers (RIPA) authorisations; and

- Managing legal cases relating to Planning, Property, Housing, Contracts and Litigation.

### **How will we use the information we hold about you?**

The categories of information that District Law collects in order to administer and carry out its Legal duties are:

- Basic personal information (such as name and address, date of birth);
- Current contact details;
- Bank details;
- Criminal Records;
- National Insurance Number and proof of identity;
- Criminal convictions;
- Payment details;

District Law processes and stores personal data in order to:

- Contact you in relation to a case;
- Exercise or defend a court action involving one of its member authorities;
- Take enforcement action where deemed appropriate;
- Deal with conveyancing matters;
- Provide legal advice and representation to our local authority partners;
- Prevent and/or detect of crime.

### **What is the basis for us to process your data?**

The basis for District Law processing personal data is:

- the performance of a contract to which you (the data subject) are a party
- a legal obligation or to fulfil a statutory obligation
- to carry out a task which is in the public interest

### **Who we will share your information with**

District Law will only share your information with its employees and any relevant employees of the applicable member authority. It may share personal information with organisations such as:

- Police
- Bailiffs
- Prosecution Courts
- External Solicitors/conveyancers/barristers
- HMRC
- Parties to proceedings

District Law may share your personal data if there is a public interest to do so, or if the law allows it, such as for the prevention and / or detection of crime. This could include the need to disclose sensitive or confidential information such as criminal convictions to other organisations. District Law will not share information about you without consent unless the law and internal policies allow it to do so.

### **How long do we keep your records?**

District Law will only keep your information for the minimum period required by law and in line with each of its member authority's Retention Schedules. Information will be securely destroyed when it is no longer needed.

### **For further information:**

For details regarding your rights under Data Protection law please visit the [Information Commissioner's website](#)

NOTE – where your data is processed by District Law on behalf of either Daventry District Council or the Borough Council of Wellingborough, they are the joint Data Controller along with Kettering Borough Council. Where your data is processed by District Law on behalf of Kettering Borough Council, it is the sole Data Controller. If you wish to exercise any of your rights or wish to know how to make a complaint if you think District Law has mishandled your personal information, please contact the Data Protection Officer at relevant Local Authority in the first instance:

[Kettering Borough Council](#)

[Daventry District Council](#)

[Borough Council of Wellingborough](#)