

# Legal Services

Legal Services at Oadby and Wigston Borough Council deal with Criminal Prosecutions, Civil Litigation, Conveyancing and Deeds (General), Conveyancing (Right to Buy), contracts, agreements, leases and licences. The process of using a legal service and the information that is required is determined by:

- Common Practice
- Limitations Act 1980 (Section 2)
- Common Law
- Criminal Procedure Rules
- Civil Procedure Rules
- Law Society Conveyancing Protocol

You need to be aware that when using a legal service, the application and any related documents or comments that you send to Oadby and Wigston Borough Council are retained for a period of time. The retention of all data that is provided to the 'Legal' section will be determined by Oadby and Wigston Borough Council's retention policy. A copy of the retention schedule is available on the Council's website

The information that you provide for a legal service will be processed by Oadby and Wigston Council, which is the 'data controller' for the purposes of the Data Protection Act.

The information that you provide for legal services, including personal data, will be used to deal with your legal contract, case or complaint.

## Information collected:

- Name
- DOB
- Address
- Email address
- Telephone number(s)
- Company details
- Dependant on the legal issue, it is likely further relevant information may be needed to support or challenge a case, enquiry or complaint

## Agencies we might share the information with:

- National Regulators e.g. Information Commissioner's Office, Investigatory Powers Commissioner
- The Courts, judges, Crown Prosecution Service, Employment Tribunals
- Legal representatives of other parties
- Expert Witness
- The Police and other crime enforcement agencies
- Other public authorities e.g. Schools, NHS, councils, government departments



- Land Registry
- Debt collectors
- Union representatives
- Local archive office
- Elected members and MPs
- Contactors providing IT services

### **Purpose for processing:**

- To answer freedom of information and data protection requests and complaints
- To monitor regulation of Investigatory Powers (RIPA) authorisations
- To provide a land of changes service
- To manage legal cases
- Safety provision
- Regulatory, licensing and enforcement function
- Statutory requirements
- To comply with legislation

### **Lawful basis for processing:**

- Contract
- Legal obligation

