

## **Leicestershire County Council Fair Processing Notice**

This notice is to tell you about why we need your information and how we will handle it. This notice is for:

### **Leicestershire County Council's support to HM Coroner's Service, North Leicestershire and Rutland**

#### **What Information do we need from you?**

We need to know the following about you: your name, relationship to the deceased, contact telephone number and email address.

#### **Why do we need this?**

The Coroner's Service is an independent service and the Coroner is registered as a Data Controller with the Information Commissioner's Office (Registration No Z5224136). The Coroner has engaged Leicestershire County Council to provide administrative support for the Coroner Service. The County Council is therefore a data processor on the Coroner's behalf. The Council only acts on instruction from the Coroner.

The information is needed so that you may be advised of when you may proceed to register the death of the deceased, ask for additional information to help with the deceased's case and to ensure you are kept up to date with developments on the case.

#### **Why are we allowed to process your information?**

Data protection law allows the Coroner to process your information within certain conditions. In this case the Coroner is using a. legal obligations , b. official authority or performance of a public task as the lawful condition for us to do this. LCC only processes your data under instruction from the Coroner.

The Coroner also needs an appropriate lawful reason to process sensitive ("special") data. In this case the processing of sensitive ("special") personal data under a) legitimate interests b) health or social care requirements c) health protection in the public interest

#### **Who will we share this with?**

Sometimes we need to share your information with others, but will only do so when instructed by the Coroner. We will only do this when it is necessary in order to support this service on behalf of the Coroner, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When necessary, your personal information may be disclosed to the following organisations:

NHS (if the deceased is subject to CT scanning)

Police service

Registration service

Social services if a safeguarding issue is identified

Related solicitors with appropriate redactions

Child Death Overview Panels (death of a child)

The deceased's general practitioner

### **How will we keep it secure?**

Leicestershire County Council and HM Coroner will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. Only named Council staff and the Coroner have access to the Coroner's information and access is limited and controlled. We will not send your information outside of the UK.

### **How long will we keep it for?**

The Coroner will only keep this information for as long as necessary or as the law requires. For this service that would be indefinitely.

### **What if something changes?**

If the information you provided changes or your circumstances change please contact HM Coroner, North Leicestershire and Rutland, Southfields, Loughborough . If we need to change something like who we want to share this information with, we will contact you to let you know.

### **What are your rights?**

You may request to see a copy of the personal information we hold about you. The law also provides you with other rights regarding your information including some around; correction of inaccurate data, objection to processing, moving your information to somewhere else, and in some cases, getting your information deleted.

If you are unhappy with the way your data is processed by Leicestershire County Council's and want to contact our Data Protection Officer, please contact the [informationgovernance@leics.gov.uk](mailto:informationgovernance@leics.gov.uk)

If you are unhappy with the way your data is being handled or if you need to contact HM Coroner, please contact 0116 305 7732.

If you are not satisfied with any response you may receive from us based on a complaint or concern about your personal information, you then have the option of contacting the Information Commissioners Office to take that complaint further. The Information Commissioners Office does like to see that you have raised a complaint with the Council first and received a response before contacting them. If you do wish to contact them, the address details can be found below:

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Website: [www.ico.org.uk](http://www.ico.org.uk)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)