

<p><b>1. What personal data is processed about you</b></p>	<p>Departments within the City of London Corporation may share the following information with us:</p> <ul style="list-style-type: none"> <li>• Your name</li> <li>• Your contact details i.e. address, email address, telephone numbers</li> <li>• Any other personal data relevant to the nature of the advice sought e.g. in relation to a dispute between you and the City Corporation.</li> </ul>
<p><b>2. What special category data is processed about you</b></p>	<p>Special category data may be held about you where necessary for example, where relevant to a dispute.</p>
<p><b>3. Reasons why we use your personal data</b></p>	<ul style="list-style-type: none"> <li>• To provide legal advice and assistance to the instructing client departments at the City Corporation</li> <li>• To perform our legal functions i.e. to manage legal cases in areas including Litigation, Employment and Social Care matters, Contracts, Property, Public and Corporate Law and Information Law.</li> <li>• To answer Freedom of Information &amp; Data Protection requests and complaints.</li> </ul>
<p><b>4. Why we are allowed to use your personal data</b></p>	<p>Your personal data is only processed as one of the following legal conditions apply:-</p> <ul style="list-style-type: none"> <li>• Processing is necessary for the performance of a task carried out in the public interest.</li> <li>• Processing is necessary for the performance of a contract.</li> <li>• We have a legal obligation</li> </ul> <p>We process special category data where it is necessary for the exercise or defence of legal claims.</p>
<p><b>5. Who we can share your personal data with</b></p>	<ul style="list-style-type: none"> <li>• Other legal advisors i.e. Counsel and external solicitors.</li> <li>• The Courts, judges, Crown Prosecution Service, Employment Tribunals and other Parties in Litigation proceedings, including expert witnesses.</li> </ul>

	<ul style="list-style-type: none"><li>• Elected Members</li><li>• The City of London Police</li><li>• Departments within the City Corporation such as the Town Clerk's and Chamberlain's Departments.</li></ul>
<b>6. How long we keep your personal data for</b>	Personal data will not be kept longer than it is necessary and will be retained in line with the Department's Quality and Procedures Manual and Practice Management.
<b>7. Situations when your personal data might be sent to other countries</b>	There may be situations where your personal data is transferred outside of the EU for example in Litigation cases.