



Legal Services – Insurance Privacy Notice

Document Control	
Document title	Legal Services (Insurance) Privacy Notice
Purpose	
Author	
Date of publication	25.05.2018
Owner/responsibility	
Distribution	LanConsent/Other
Version	Date Comments
1.0	
2.0	February 2020
3.0	May 2023 – Updates to format

This Privacy Notice was last updated in May 2023. It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [Legal Services Insurance Privacy Notice \(wigan.gov.uk\)](https://www.wigan.gov.uk/legal-services/insurance-privacy-notice).

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

1. INTRODUCTION

Our core data protection obligations and commitments are set out in the [Wigan Borough Council Primary Privacy Notice](#).

This notice provides additional privacy information for **Legal Services – Insurance**.

2. WHAT PERSONAL INFORMATION DO WE COLLECT

We collect information to carry out activities and obligations as an Insurance Team. The information we may collect, store and use can include, but is not limited to the following:

- Full name
- Title
- Address
- Telephone number
- Email address
- Date of birth
- Gender
- Marital status / Civil partnerships
- Contact details
- Bank account details, payroll and tax/national insurance status information

We may also collect, store and use special categories of personal information. This may include, but is not limited to:

- Race
- Ethnicity
- Religious beliefs
- Sexual orientation
- Political opinions
- Information relating to offences (including alleged offences), criminal proceedings, outcomes and sentences
- Medical and GP reports/records
- Social Care records (where relevant)
- Occupational Health records (where relevant)

3. HOW WE USE PERSONAL INFORMATION

The main purpose for processing your personal information is:

- It is necessary for the investing and defence of claims against the Council and fraud investigation.

4. LEGAL BASIS FOR PROCESSING

The legal bases we rely on for processing personal information are:

- Legitimate Interest - Necessary for the investing and defence of claims against the Council and fraud investigation
- Consent – For example where your solicitor requested this on your behalf
- Legal Obligation – when complying with our legal obligations under the Ministry of Justice (MOJ) Civil Procedure Rules.

5. WHO DO WE SHARE PERSONAL INFORMATION WITH

Examples of bodies we may share information with, can include but is not limited to the following:

- Council's Insurers – including those appointed by claimants
- External Solicitors
- Courts
- DWP
- Appointed Medical Experts
- Police
- Relevant Internal Departments
- HMRC:

Examples of external parties we may collect or receive information from, can include but is not limited to the following:

- Solicitors – including those appointed by claimants
- GP/ Hospitals
- Insurers
- DWP
- HMRC
- Litigants in Person (Claimants who have no legal representation).

6. HOW LONG DO WE KEEP PERSONAL INFORMATION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our Corporate Records Management Policy to fulfil legal, statutory and regulatory requirements.

7. AUTOMATED DECISIONS

All the decisions we make about you involve human intervention.



8. COOKIES

To find out how we use cookies, please see [Cookies \(wigan.gov.uk\)](http://wigan.gov.uk).

9. YOUR RIGHTS

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found at [Wigan Borough Council Primary Privacy Notice](#).