

Classification: OFFICIAL

READING BOROUGH COUNCIL

Berkshire Coroners Officer Data Privacy Notice

<p>The identity and contact details of the company</p> <p>Reading Borough Council - 0118 937 3787</p>
<p>Contact details of the Data Protection Officer</p> <p>Ricky.gill@reading.gov.uk</p>
<p>What Personal Data is held?</p> <p>Next of Kin/Family/Executor: Name Address Telephone Number Mobile Number Email Address Occupation Place of birth Date of birth</p> <p>Finder/Landowner/Occupier: Name Address Telephone Number Mobile Number Email Address</p> <p>Witness / Juror: Name Address Age Employment status Telephone number Email address Bank details for claiming expenses</p> <p>Contractors: Name Address Telephone Number Bank details for invoicing purposes</p>
<p>How will the data be stored?</p> <p>The data is stored within the Coroner's Office, which is accessed by numerical keypad and limited to Reading Borough Council staff working for</p>

Classification: OFFICIAL

the Coroner or Town Hall.

Data is held securely on encrypted laptops with password access.

Coroner electronic files are held on a dual username and dual password accessed system. This database is only accessible by Coroners, Coroner's Officers and Coroner Admin staff.

What is the legal basis for the collection, use and storage of the data?

The coroner's service has a right to hold personal data under the following lawful basis:

Legal obligation:

It is the coroner's duty to investigate sudden or unexplained deaths under the Coroner's and Justice Act 2009, and to provide details as required to facilitate the registration of a death after inquest under the Births and Deaths Registration Act 1953.

Public task:

The need to process personal data 'in the exercise of official authority'. This covers public functions and powers that are set out in law. This would be the Coroner's public function to investigate sudden and unexplained deaths under the Coroner's and Justice Act 2009.

Contract:

To process personal data in order to fulfil contractual obligations to them.

The coroner's service also holds special category data, as described in GDPR regulations, in relation to living persons if this is required as part of the investigation into the death of a deceased person.

The basis on which this information is held is covered by Article 9(2)(f):

-processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity

Give details of how long the data will be stored and criteria used to determine this?

Public Records held in local government and specialist local repositories (The National Archives) Section 9 :

Coroner's case files that record the processes and actions of inquiring into deaths which do not proceed to an inquest are destroyed 15 years after last action.

Coroner's case files that record the processes and actions of inquiring into deaths which proceed to an inquest are held permanently.

Audio discs and cassettes pertaining to an inquest are held for 15 years then destroyed.

Case files on treasure trove are destroyed 2 years after the last action.

The Coroner's Allowances, Fees and Expenses Regulations 2013:
A coroner and his or her relevant authority must each keep a record of all allowances, fees and expenses paid under these Regulations for 3 years.

Crown Court Record Retention and Disposition Schedule:
Juror details to be destroyed 1 year following the completion of the inquest.

Who will it be shared with and for what purpose?

Personal details will be shared as required to fulfil the coroner's legal obligation to investigate sudden or unexplained deaths and treasure trove under the Coroner's and Justice Act 2009, and to facilitate the registration of a death following inquest under the Births and Deaths Registration Act 1953. This may include sharing details with the police, hospitals, persons with 'properly interested person' status at inquest, and Register Offices.

How can the service user get access to it?

Subject Access Request can be made by following the link:
www.reading.gov.uk/dataprotection

State whether any data is to be transferred outside the EU?

N/A

Is processing based on consent?

You have a 'right to be forgotten' so you can ask for your personal information to be deleted where:

-It is no longer needed for the reason why it was collected in the first place

-You have removed your consent for us to use your information and we do not have to keep your information for legal reasons

If we have shared your personal information with others, we will do what we can to make sure those using your personal information comply with your request for erasure.

We may not be able to delete your personal data if it is needed for legal reasons, for reasons of public health, public interest or for medical purposes.

What other rights does the service user have that we have to make known to them?

The right to have their data corrected, the right to have their data deleted and their right to put a complaint to the Information Commissioner's Office (ICO).

Classification: OFFICIAL

State if there will be any automated decision making
N/A

Classification: OFFICIAL