

<p>1. What personal data is processed about you</p>	<p>Departments within the City of London Corporation may share the following information with us:</p> <ul style="list-style-type: none"> • Your name • Your contact details i.e. address, email address, telephone numbers • 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.
<p>2. What special category data is processed about you</p>	<p>Special category data may be held about you where it is necessary for example, where relevant to a dispute.</p> <p>In addition, Special category data may also be collected in administering the external events. However, this is limited to the collection of Dietary requirements (Health and Religious data) and access requirements (Health data)</p>
<p>3. Reasons why we use your personal data</p>	<ul style="list-style-type: none"> • To provide legal advice and assistance to the instructing client departments at the City Corporation. • 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. • To answer Freedom of Information & Data Protection requests and complaints. • To process attendance lists and seating plan information with our partner stakeholders when organizing external events.
<p>4. Why we are allowed to use your personal data</p>	<p>Your personal data is only processed as one of the following legal conditions apply:-</p> <ul style="list-style-type: none"> • Processing is necessary for the performance of a task carried out in the public interest. • Processing is necessary for the performance of a contract. • We have a legal obligation <p>We process special category data where it is necessary for the exercise or defence of legal claims.</p>

<p>5. Who we can share your personal data with</p>	<ul style="list-style-type: none"> • Other legal advisors i.e. Counsel and external solicitors. • The Courts, Judges, Crown Prosecution Service, Employment Tribunals and other Parties in Litigation proceedings, including expert witnesses. • Elected Members • The City of London Police • Departments within the City Corporation such as the Town Clerk's and Chamberlain's Departments.
<p>6. How long we keep your personal data for</p>	<ul style="list-style-type: none"> • Personal data will not be kept longer than it is necessary and will be retained in line with the Corporations Retention Policies, Department's Quality and Procedures Manual and Practice Management.
<p>7. Situations when your personal data might be sent to other countries</p>	<ul style="list-style-type: none"> • There may be situations where your personal data is transferred outside of the UK for example in Litigation cases.