

Notification regarding the processing of any personal data supplied on this form

Somerset County Council will act as the 'data controller' for any personal data that you provide to us. As such, we will ensure that the data you give to us is processed in line with our organisation's Data Protection Policies and in line with your rights under the EU General Data Protection Regulation and associated data protection laws currently applicable in the UK.

You can contact the Council's Data Protection Officer (DPO) at the following email address informationgovernance@somerset.gov.uk

Purpose for processing – To enable the Insurance Team to investigate thoroughly your allegation against the Council.

Legal basis for processing – The processing is required for compliance with a legal obligation which is in the exercise or defence of legal claims (GDPR Article 6 (c) and Article 9(f))

By Law – Claims are processed inline with the current Ministry of Justice Civil Procedure Rules: <https://www.justice.gov.uk/courts/procedure-rules>

Legitimate Interests – Somerset CC may also process your data for the purposes of audit, quality control, training and in order to deal with enquiries and complaints.

Data Sharing – The information which you provide on this form will be held by Somerset County Council and may be shared with but is not limited to the Council's contractors, solicitors, insurers Claims Underwriting Exchange (CUE) run by Insurance Database Ltd (I.D.S L) if necessary. This information will be used for the purpose of investigating your claim.

This information may also be disclosed to parties mentioned above for the purpose of investigating and making a decision on your claim.

Transfers abroad – this data will not be transferred abroad

Data Retention – For data received on or after 1 April 2018; we intend to keep the information you provide for a period of 6 years in line with the Limitation Act 1980 after the closure of the claim.

Your Rights – You have the right to ask Somerset County Council to a copy of your data, the right to rectify or erase your personal data, and the right to object to processing.

However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

Consequences: If you do not supply this information to us, we will not be able to process your claim.

For more information on your rights see www.somerset.gov.uk/privacy

Equalities Statement

Whilst we try to make our documents as accessible as possible, we understand that this may not always be the case.

Please confirm by return if you **need** this form to be translated into a different language and/or the form amended/changed to a braille/audio descriptive format based on your level of vision, and we will try to accommodate this as best as possible.