

## **Privacy Notice for Coroner's Service**

**DATE: April 2019**

**V1.0**



# Coroner's Service

The Greater Manchester West Coroner's service covers the districts of Bolton, Wigan, Leigh and Salford but Bolton is the Lead Council.

The core data protection obligations and commitments are set out in the council's **primary** privacy notice at [www.bolton.gov.uk](http://www.bolton.gov.uk)

This notice provides additional privacy information for:

- People accessing the Coroner's Service
- Partners working with Bolton, Wigan and Salford Councils

It describes how we collect, use and share personal information about you

- In relation to the Coroner's Service
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held will vary dependent on the service used.

## Purpose(s)

We collect your personal information for the following purpose(s):

The Coroner's Services is obliged to investigate all deaths which are violent or unnatural: where the cause of death is unknown; death while in custody or state detention. In addition, we may use data for studies of how to prevent death and for statistical reporting purposes.

## Categories of personal data

In order to carry out these purposes we collect and obtain:

- Name
- Address
- Data of birth
- Medical history from GP and hospitals
- Family details
- Cause of death

- Lifestyle and social circumstances
- Addictions
- Financial details
- Employment and education details
- Occupation and place of work
- Offence and alleged offences contained in police report
- Physical or mental health details
- Racial or ethnic origin
- Religious or other beliefs
- Criminal proceedings, outcomes and sentences
- Results of DNA reports and finger reports results
- Juror information – name, address, bank account details to pay expenses
- Witnesses – name, address, bank account details to pay expenses

## **Legal basis for processing**

The legal basis for processing your personal information is:

Primarily defined within the Coroners and Justice Act 2009 and subordinate legislation. This means that the service has a legal obligation to process personal data.

In addition, Article 23 (f) introduces exemptions from the General Data Protection Regulation on the grounds of the protection of judicial interdependence and judicial proceedings.

If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations.

## **Information sharing/recipients**

We may share personal information about you with the following types of organisations:

- Bolton Council
- Wigan Council
- Salford Council
- Chief Coroner
- Greater Manchester Police
- The prison service
- Pathologists
- Toxicologists
- Funeral directors in the metropolitan districts of Bolton, Wigan, Salford and surrounding areas
- Local Coroners – specifically those where cases are often transferred to/from

- NHS Trusts in the Greater Manchester West Coroner Area
- Clinical Commissioning Groups covering the Greater Manchester West Coroner Area
- Ministry of Justice
- Greater Manchester Fire & Rescue Service
- British Transport Police
- North West Ambulance Service
- Crown Prosecution Service
- Health and Safety Executive
- GPs
- Accident investigation branches
- Bolton, Wigan and Salford Register Office staff
- Cemeteries and Crematoria in the Bolton, Wigan, Salford and surrounding areas
- Families affected, appointed executor representative of the person whose personal data we are processing
- Financial organisations such as insurance companies and pension schemes
- Other organisations which from time to time are involved with an investigation and who are required to provide evidence or assistance to the Coroner

We will not normally share your information with organisations other than our partner organisations; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Only the minimum information for the purpose will be shared.

As well as information collected directly from you, we also obtain or receive information from:

- Interested persons as laid out in the Coroners and Justice Act 2009
- Police
- Local authorities
- Regulatory bodies such as the Care Quality Commission
- Health organisations

## **Automated Decisions**

For this service:

- All the decisions we make about you involve human intervention

## Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements. Due to the nature of the service we may be required to retain some information indefinitely.

## Rights of individuals

You may exercise the rights listed below in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your Rights](#) or alternatively visit the Information Commissioner's web site at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact the Bolton Council Information Governance Team at [information.security@bolton.gov.uk](mailto:information.security@bolton.gov.uk)

If you are still unsatisfied you should contact **The Information Commissioner's Office** by post at The IOC, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

## Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details