

Northamptonshire County Council

Coroners Privacy policy

This document is in relation to Data Protection and the General Data Protection Regulation (GDPR) 2018. This document only applies to data relating to living people, and it will inform you on how we hold your data and why.

Why we can process your data

The Law states to use your data we must have one of the following reasons:

- 1 When it is our legal duty
- 2 When we have official authority or it is in the public interest.

The Coroners and Justice Act 2009 and The Coroners (Investigation) Regulations 2013 allows Coroners to process data.

Data held by the Coroners Service

Data is supplied to HM Coroner in relation to sudden, unexpected, unknown or violent deaths. Information is processed by the Coroners staff who conduct enquires at the direction of the Coroner surrounding the death. The information is added from paper referrals, onto the Coroners case system (which is owned by Northamptonshire Constabulary).

The Coroner may hold personal data on at two different categories of an identifiable natural person-

- 1- In relation to a deceased person - living persons can often be identified from the data which is held on a deceased person, for example the deceased's next of kin, or their doctor or solicitor (direct identification). It can also be possible to piece together information about living persons from data you may hold on a deceased person (indirect identification).
- 2- Our office will also hold information on many other people that they are in contact with during the course of normal coronial business, such as local authority employees (including coroners' officers), police officers, ambulance staff, pathologists, jurors, registration staff, GPs, NHS staff, solicitors, funeral directors, witnesses and expert witnesses, members of the public, interested persons, etc. This is likely to be in the form of direct identification.

How long will we keep your data?

Regulation 27 of The Coroners (investigations) Regulations 2013 states that we must keep records in relation to post mortem and Investigation's for a minimum of 15 years. Should an Inquest be required a paper file will be produced, and the Inquest file may be retained indefinitely within the county archives.

Northamptonshire County Council uses a secure confidential shredding service to dispose of all sensitive shredding.

Data breaches

In the event of data breach, the breach will be reported HM Senior Coroner and to Northamptonshire County Councils Data Breach and Notification Policy. HM Senior Coroner must inform the Chief Coroner's Office of the data breach within 72 hours.

Data Controller

The data controller for Northamptonshire Coroners Service is Mrs Anne Pember, HM Senior Coroner. Each Assistant Coroner are Data Controller's in their own judicial capacity for each case they are judicially responsible for.

Sharing coronial information with others

There are many different sorts of persons or agencies with whom a coroner or coroners' officer or member of staff on behalf of the coroner shares data (either by providing or receiving data) when conducting a pre-investigation or an investigation and inquest. Examples are the police, GPs, NHS Trusts, medical professionals, next of kin, IPs etc. This data is shared in the purposes of the specific coronial investigation and so the judicial processing is necessary for the administration of justice.

Data may be shared with other relevant stakeholders including Local Authorities, Emergency planners, Alcohol and drug teams etc.

Data subject access requests (SAR)

There is an absolute exemption from the various data subject rights and the obligations in the GDPR where personal data is processed by a coroner acting in a Judicial Capacity.

You are entitled to limited information which we may hold in respect of data held under Non-Judicial activity.

You may write to the Coroner for Northamptonshire should you wish to ascertain what details she may hold (details below). The Coroner will decide on whether your information falls under the Judicial Capacity or Non-Judicial Capacity.

How to contact us

You may write to us at:

Northamptonshire Coroners Service

Old Constabulary Block

Angel Street

Northampton

or email on coroners@northamptonshire.gov.uk

Complaints or queries

We would encourage people to contact us if they feel our privacy policy is unfair or inaccurate or if you've been subject of a data breach.

Please email us Coroners@northamptonshire.gov.uk

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at DPO@northamptonshire.gov.uk or by calling 01604 368 360.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email casework@ico.org.uk.