

# Privacy notice

This privacy notice sets out what information is collected about you when you use our service, how that information is used and who it may be shared with.

## Who is the data controller for the information I provide?

The Senior Coroner for Shropshire, Telford & Wrekin is the data controller for the purposes of the Data Protection Act 1998 other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means they determine what your data is used for and why it is collected.

The Senior Coroner for Shropshire, Telford & Wrekin is supported by an Assistant Coroner.

The contact details of the data controller are:

HM Senior for Coroner Shropshire, Telford & Wrekin  
Guildhall  
Frankwell Quay  
Shrewsbury  
Shropshire  
SY3 8HQ

Tel: 01743 258540

## Why we need to collect your data

The Coroner must investigate all deaths which are violent or unnatural; where the cause of death is unknown; death while in custody or state detention.

Your personal data is collected to enable us to administer the running of a Coroner's Office in order to carry out our statutory responsibilities under the different legislative frameworks.

In addition, we collect your personal data for the following:

- Service delivery
- Statistical analysis and reporting
- Safeguarding (future prevention of death)

## What is the legal basis for collecting and processing this data?

We are required to collect data under the Coroners Act 1988, the Coroners and Justice Act 2009 and its subordinate legislation, and other legislation appertaining to the administrative and judicial functions of the Coroner.

## Information we may collect

Where relevant, we will collect the following information:

- Name
- Date of Birth
- Medical history from GP and hospitals
- Cause of death
- Family details
- Lifestyle and social circumstances
- Addictions
- Financial details
- Employment and education details
- Occupation and place of work
- Offences 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

When deciding what personal information to collect, use and hold, we are committed to making sure that we will:

- Only collect, hold and use personal information where it is necessary and fair to do so
- Keep your personal information secure and safe
- Securely dispose of any personal information when it is no longer needed

## **Who will my information be shared with?**

As inquests are publicly accessible, this data will be shared with anyone attending the proceedings, including the press.

Article 23 of the GDPR introduces exemptions from the regulations of GDPR for the purpose of the protection of judicial independence and proceedings.

During the course of undertaking their statutory duties, the Coroner may share data with the following main organisations:

- Shropshire Council and Telford & Wrekin Council
- Chief Coroner
- West Mercia Police
- Pathologists
- Funeral directors in Shropshire and surrounding areas
- Local Coroners – specifically those where cases are often transferred to/from
- NHS Hospital Trusts in the Shropshire, Telford & Wrekin Coroner Area
- Clinical Commissioning Groups covering Shropshire
- Ministry of Justice
- Shropshire Fire & Rescue Service

- British Transport Police
- West Midlands Ambulance Service
- Crown Prosecution Service
- Health and Safety Executive
- GP's
- Accident investigation branches
- Shropshire and Telford & Wrekin and other surrounding areas Register Office staff
- Cemeteries and Crematoria in the Shropshire and surrounding area
- Families affected, appointed executor representative of the person whose personal data we are processing
- Financial organisations such as insurance companies and pension schemes
- We provide information to Shropshire Public Health and Telford Public Health for statistical purposes
- Other organisations which from time to time are involved with an investigation and who are required to provide evidence or assistance to the Coroner

## **How long will you keep this information for and why?**

Matters reported to the Senior Coroner for Shropshire, Telford & Wrekin Area that are deaths due to natural causes are [held for 15 years under UK law \(GOV.UK\)](#), after which the paper copy data be destroyed. Electronic records will be held indefinitely.

Cases which result in an inquest are held indefinitely, in paper form and electronically.

## **How will my information be stored?**

Your information will be stored on a secure, password protected case management database.

Your documents and supporting evidence are scanned and stored in the case management database. Original documents are disposed of through confidential waste.

## **Where we have received your data from a third party**

We primarily receive data from West Mercia Police, NHS Hospital Trusts in the Shropshire, Telford & Wrekin Coroner Area and GP's, however, data will be received from other organisations listed above. The data we have includes personal details and/or sensitive classes of data.

## **Will this information be used to make automated decisions about me?**

No.

## **Will my data be transferred abroad?**

No.

## **Use of CCTV**

There is CCTV installed on the outside of our building and in the car parks for the purposes of monitoring building security and crime prevention and detection.

Images captured by CCTV will not be kept for longer than necessary. However, on occasions there may be a need to keep images for a longer period, for example where a crime is being investigated. CCTV images will only be disclosed to third parties for the purposes stated above. CCTV images will not be released to the media, used for entertainment purposes or placed on the internet.

## **What rights do I have when it comes to my data?**

In respect of your personal data you have a number of subject information rights, unless subject to an exemption. These are the right to:

- request that we correct any personal data if it is found to be inaccurate or out of date
- request your personal data is erased where it is no longer necessary for us to retain such data
- withdraw your consent to the processing of sensitive information at any time
- request a restriction is placed on further processing, where there is a dispute in relation to the accuracy or processing of your personal data
- lodge a complaint with the Information Commissioner's Office - see 'Where can I get advice' below

To make a request in relation to these rights, please [Coroner's Office - contact us | Shropshire Council](#)

## **Where can I get advice?**

For independent advice about data protection, privacy and data sharing issues, or to make a complaint, you can contact the Information Commissioner's Office at:

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

**Tel:** 0303 123 1113 (local rate) or 01625 545 745 (national rate).

**Website:** [ico.org.uk](http://ico.org.uk)

**Email:** [casework@ico.org.uk](mailto:casework@ico.org.uk)