

Accountancy Privacy Notice

Who are we?

Fenland District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). This Privacy Notice is designed to help you understand how and why the Accountancy function within Fenland District Council processes your personal data. For more information on your rights and how to lodge a complaint, you should read this in conjunction with the Council's [Privacy Statement](#).

What personal information do we collect?

We may need to know the following information about you:

- personal, for example: name, address, telephone, date of birth
- employee information, for example, payroll number, salary, taxation, national insurance, pension details, sickness details
- bank account details
- email addresses
- private vehicle details
- personal details relating to insurance claims
- insurance-related legal records
- Metered Water Usage (Sewage Treatment Works customers only)

Why do we need this?

We need this information to:

- Set-up customers of the Council on our Accounts Receivable (Debtors) system
- Send invoices to customers of the Council to notify customers of amounts due to the Council and to advise customers of how to pay
- Identify payments received into the Council's bank account and allocating payments within the Council's ledgers as necessary
- Issues reminders to customers of the Council who have not paid amounts due to confirm the amount outstanding
- Process payments and provide remittance advices to individuals who have supplied services to the Council, including emergency payments to employees
- Process refunds to customers when circumstance arise requiring a refund to be processed
- Record transactions in the Council's ledgers
- Undertake budget-setting and financial monitoring, including providing management information to employees of the Council
- Administer the Council's car loans scheme

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using public task and contract in order to lawfully process your information

- Section 151 of the Local Government Act 1972 which requires local authorities to make arrangements for the proper administration of their financial affairs
- Localism Act 2011
- Contract – Traded services

The CIPFA Statement on the role of the Chief Financial Officer (CFO) in local government describes the role and responsibilities of the CFO including responsibility for the finance function.

The CFO and the accountancy function need to access individuals' information as required in order to carry out the role.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations:

- external agencies for the purposes of Debt Collection
- service providers, professional advisers and auditors who in certain circumstances will also be "data controllers"
- regulators, the government, local and foreign law enforcement authorities
- Her Majesty's Revenue and Customs
- local and foreign courts, tribunals and arbitrators, other judicial committees of enactments of laws
- past and present insurance providers, brokers and claims handlers.

How do we keep your records confidential and secure?

Everyone working in the Council has a legal and professional duty to ensure that all your information is safely and securely protected and kept confidential. We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Our networks are kept secure, internal and external IT is protected using appropriate safeguards, and audits ensure we protect your right to privacy and confidentiality. We only keep your records as long as we need to and are required to by law, after which they are securely destroyed.

How long is my information kept for?

We will only hold your information for as long as is necessary or as the law requires. Please see the Retention Schedule for details of how long we keep specific information sets.

Changes to this notice

We may update this privacy notice from time to time. When we change this notice in a material way, we will update the version date at the bottom of this page. For significant changes to this notice we will try to give you reasonable notice unless we are prevented from doing so. Where required by law we will seek your consent to changes in the way we use your personal information.