

Privacy Notice (How we use your information)

Finance Services (Accountancy & HD-One)

Finance Services (Accountancy & HD-One) provide a range of financial services to the council including payments, strategic payroll, financial systems and controls, financial planning, budgeting and statement of accounts.

The categories of information that we collect, process, hold and share include:

For the purpose of making and receiving payments to and from members of the public, suppliers of goods and services to the council, and other external organisations:

- Contact details, including name, address, email address, telephone number
- Bank account details

Information from Kirklees Council employees, for payment of salaries and wages through the Council's payroll system:

- Details about you such as name, address, telephone number, and date of birth
- Bank account details
- National insurance number
- Employment details including employee payroll number, job and salary details, length of service, employee absence information (including sickness absence), pension details

Why we collect and hold this information

We use this personal data to carry out the following activities:

- Paying invoices from suppliers for goods and services received by the council
- Payment of salaries, allowances, and expenses
- Collection of charges made for services provided and other debt
- Fraud prevention and detection, including the National Fraud initiative
- Budget setting and budget monitoring
- Properly accounting for expenditure and income
- Providing financial management information
- Costing staffing budgets
- Providing financial analysis and advice to internal and external customers
- Submission of grant funding claims

The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

6(1)(b) We have a contractual obligation. The processing is necessary for a contract we have with you, or because you have asked us to take specific steps before entering into a contract.

6(1)(c) We have a legal obligation. The processing is necessary for us to comply with the law (not including contractual obligations).

6(1)(e) We need it to perform a public task. The process is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

These legal bases are underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Local Government Act 1972
- Local Government Act 2003 (Schedule 4(20) Money)
- Taxes Management Act 1970
- Data Protection Act 2018

How we store your personal information

Your information is safely stored on Kirklees Council's secure network drives and document management systems with stringent access and use policies.

We will only keep your information for the minimum period necessary. In relation to making and receiving payment of invoices and payment of salaries and wages, the following applies:

- Payment for goods and services by the council including requisitions, invoices, raised orders, changes to creditor information: current year + 6 years.
- Collection of money owed to the council e.g., records of bills sent for collection of income, and record of payment of those bills: current year + 5 years.
- Pay – activities involved in the administration of remuneration of staff of the authority: current year + 5 years. *(Note – retention of records specific to each employee and their pay/leave are included under the HR retention section/policy).*

The length of time we will hold any other information will depend on the reason for collection and processing, and whether a specific retention period is outlined in statute. Information will be held in line with our document retention policy to ensure we only keep your information as long as it is needed. It will then be securely destroyed.

Who we may share your information with

We share information with a range of organisations depending on the service being provided and the statutory requirements we have to comply with. We only share information where it is necessary and appropriate to do so and we ensure it is used safely and securely.

We may share this information with:

- Other departments within Kirklees Council
- National government departments e.g. Department for Education
- Her Majesty's Revenue and Customs (HMRC)
- Service providers (including third party providers), professional advisors and auditors
- Other partners such as health and the police
- Banks
- Debt collection and tracing agencies
- Law enforcement and fraud prevention agencies and prosecuting authorities

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Data.protection@kirklees.gov.uk if you wish to make a request.

Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact: central.finance@kirklees.gov.uk.

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.