

# Privacy notice

## Financial Services



### Personal data held by Finance

In order to provide financial services we may hold personal data about you such as:

- Basic personal information such as address, telephone number, email address
- Financial information

### Who is processing my data?

All personal data held is processed in accordance with data protection law. The data controller is Wychavon District Council.

### How will we use the information we hold about you?

We will collect information about you (where applicable):

- For the purpose of ordering goods and services
- For the purpose of payment for goods and services
- For the purpose of payment of salaries, allowances and expenses
- To take enforcement action to recover monies owed in some circumstances
- Statutory requirements e.g. reporting to Government
- To take Direct Debit instructions

### What is the legal basis for us to process your data?

The legal basis for processing the data is:

- Carrying out of a contract to which you are a party
- In the public interest or in the exercise of official authority as provided for by the Local Government Finance Act 1992 and the Local Government Finance Act 2012, The Localism Act 2011 and any other relevant legislation

### Who we will share your information with

We may share your information with partner organisations, including:

- Other public bodies, including HMRC
- Government agencies
- External auditors and regulators

We will not normally share your information with organisations other than our partner organisations without your consent, 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.

Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

### How long do we keep your records

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept in accordance with our retention schedule. All information will be held securely and destroyed under confidential conditions.

### Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To request your records, you will need to put your request in writing and provide proof of identification to The Data Protection Officer, Wychavon and Malvern Hills District Council shared Legal Service, Civic Centre, Queen Elizabeth Drive, Pershore, Worcestershire, WR10 1PT or via email, SAR@wychavon.gov.uk

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

### Further information

If you have any questions or concerns about how your information is used, please contact Meesha Patel, Legal Services Manager at Wychavon and Malvern Hills District Council shared Legal Service, Civic Centre, Queen Elizabeth Drive, Pershore, Worcestershire, WR10 1PT

**More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>**