

## Borough Council of King's Lynn and West Norfolk

### Privacy Policy

### Accounting and Finance

Borough Council of King's Lynn and West Norfolk ("The Council") takes the safety of your personal information very seriously and will only ever process your information in accordance with the law, this includes the General Data Protection Regulations and any other relevant legislation.

You have a right to know how the Council processes your data and the purpose of that processing.

In relation to the Accounting and Finance Department, your data and personal information will be processed in accordance with the following:

#### The reasons we use your data

The Council may use your data for any of the following purposes:

1. **Statutory requirements such as reporting to central Government**
2. **Collection of Council Tax and Rates**
3. **Regulatory, licensing and enforcement functions**
4. **Collection of Debt**
5. **Collection of overpaid benefits**
6. **Payroll transactions**
7. **Traded services**
8. **Collection of charges made for services provided**
9. **All lawful purposes, including but not limited to the prevention and detection of crime, including fraud and money laundering**

#### Why we are allowed to use your data

The Council has a legal obligation to use your data in order to fulfil a public task. These obligations come from various UK laws including but not limited to:

1. **The Local Government Finance Act 1988, 1992**
2. **The Localism Act 2011**
3. **The Equality Act 2010**
4. **The Local Audit and Accountability Act 2014**

In some circumstances, the Council may also have an obligation to process your data under the terms of a contract with a third party, particularly where the Council is trading services.

#### Who we can share your data with

In some circumstances, it will be necessary to share your information with other departments of the Council or with external third parties, these are:

1. **The Police**
2. **Other Local Authorities**
3. **Judicial entities such as the Court**
4. **Government departments such as HMRC or the DWP**
5. **Elected members (Councillors) and MPs**
6. **Contractors providing IT services**
7. **Bailiffs and investigative agents**
8. **Members of the Norfolk Fraud Hub and National Fraud Initiative**

**When your data gets sent abroad**

Not applicable

**When Computers make any automated decisions about you**

Not applicable

If you wish to see more information about the way in which the Council uses your data, you can access our [Corporate Privacy Policy](#) and our [Data Protection Policy](#).