

## Privacy notice for 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. Personal information is any information that can be collected via a paper or online form, by telephone, email, CCTV or by a member of council staff.

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

### **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, Business Rates, BID Levy and any other statutory debts**
3. **Assessment and payment of government grants and financial assistance**
4. **Regulatory, licensing and enforcement functions**
5. **Collection of Debt**
6. **Collection of overpaid benefits**
7. **Payment of Benefits**
8. **Prevention and detection of crime such as fraud**
9. **Payroll transactions**
10. **Traded services**
11. **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**

Under General Data Protection Regulation (UK GDPR), the following categories of lawfulness apply:

- Article 6(c) Processing is necessary for compliance with a legal obligation
- Article 6(e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

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.

V3 Updated August 2024

Next Review August 2025

### **Who we can share your data with**

In some circumstances, and in accordance with UK law, 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**

Where necessary these organisations may, under contracts or similar agreements, use third party organisations to process the data we have provided to them. These third-party organisations will not be able to use the data for any other purpose and must meet the requirements of data protection legislation and government's security standards.

### **Accessing the information we hold about you**

You have the right to ask for information we have about you. This is called a Subject Access Request (SAR). Find out more and make an application online [here](#) .

You have several rights under data protection law, including the right to request your information and to request that the information is amended or erased if incorrect.

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

You can also find out more on the [ICO website](#).

### **How long we keep information about you**

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service will determine how long we have to keep it. We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements. See our corporate [retention policy and schedules](#) to see how long we keep records for different services.

### **Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial changes. We will also notify you in other ways from time to time about the processing of your personal data.

### **When your data gets sent abroad**

August 2024

Not applicable.

**Automated decision-making**

Not applicable.

**More information**

See our corporate data protection policy at [https://www.west-norfolk.gov.uk/info/20006/council\\_and\\_democracy/326/data\\_protection](https://www.west-norfolk.gov.uk/info/20006/council_and_democracy/326/data_protection) for more information on your rights and for ICO contact details.

If you have a concern about how we are using your information, we would ask you to contact us in the first instance at [data.protection@west-norfolk.gov.uk](mailto:data.protection@west-norfolk.gov.uk) or by post to:

Data Protection Officer  
Borough Council of King's Lynn & West Norfolk  
King's Court  
Chapel Street  
King's Lynn  
Norfolk  
PE30 1EX

Tel: 01553 616200

E-Mail: [data.protection@west-norfolk.gov.uk](mailto:data.protection@west-norfolk.gov.uk)

In the event that you do not receive the response you require, you can contact the Information Commissioner at:

Information Commissioner's Office (ICO) Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
KS9 5AF

Website: [Information Commissioner's Office](https://www.ico.org.uk)