

Privacy Policy – Finance (Payroll, Payments and Right to Buy)

This privacy notice explains how Dacorum Borough Council (the 'Controller') will use any personal information we collect about you when you use our services.

It has been written to give you a clear explanation of our data processing practices to safeguard you and your personal information

What information do we collect about you?

- Name, Address and contact details
- DOB and NI Number (Employees)
- Business Names
- Sole Trader Name
- Bank details

How will we use the information about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a because we have a Legal obligation {GDPR Article 6(1) (c)} "performance of a legal obligation to which the controller is subject, under the Housing Act 1985 (RTB), Localism Act 2011 and the Local Audit and Accountability Act 2014, Article 6(1) (b) - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. Article 6(1) (e) 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. The Council also has an obligation under GDPR Article 6 (1) (a) "Data subject has given consent to processing".

The Council is collecting personal information under the lawful bases for the following purposes;

- Payment and administration of salaries, allowances and expenses.
- Ordering of goods and services
- Payment for goods and services
- Processing under the Right to Buy Scheme
- Debt Collection
- Payroll transactions
- Collection of charges
- Service Improvement and Planning

Special Categories of Data

If you are providing us with special category personal information (such as details about your health), we will be processing this under Article. 9(2) and Article 10.

Sharing / Recipients

Below is a list of who we may share the information (recipients) for the purposes of carrying out the functions (listed above);

- Internal Departments (i.e. confirmation of Registration Details, Estates, Housing and Legal for RTB. H.R for Payroll data)
- Banks / Building Societies
- Internal (Anti-Fraud) or external law enforcement agencies (prevention and detection of crime)
- iTrent (Salaries)
- Other public authorities' e.g. government departments (HMRC, DWP, Immigration, District Valuer etc.)

- Elected Members and MP's
- Investigation Companies and Bailiffs

How long will we keep this information?

We will destroy this personal information in accordance with our [Retention Policy](#). To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information, please contact foi@dacorum.gov.uk

Security and Location of Data

We will ensure that all personal information is kept securely on servers hosted in the United Kingdom.

Access to all our user information is restricted. Only employees who need the information to perform a specific job are granted access to personally identifiable information.

The servers on which we store personally identifiable information are kept in a secure environment that is continually monitored and tested.

Accuracy of Personal Data (Article 5(1) (d))

“Personal data must be accurate and, where necessary kept up to date; every reasonable step must be taken to ensure that Personal Data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.”

You have a right to request information about you be corrected. Please contact the team on payments.team@dacorum.gov.uk , who will validate the information and update the information in our systems accordingly.

Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@dacorum.gov.uk in the first instance or visit <http://www.dacorum.gov.uk/home/open-data/personal-information>

You may have a right to request erasure of Special Category information (where the lawful basis is consent (information has been freely provided by you in support of an application), and the council do not have a legal obligation to process this information. The Council will consult with the relevant agency; i.e. Police, Health Organisations, Trusts, County Council, Safeguarding Teams, to validate your request prior to consideration of the request to remove.

You have a right to request erasure, rectification or restriction where you have provided the Council information under on the lawful basis of consent (Article 6(1) (a)). You may also withdraw your consent to the Council processing the information you have provided to us under this lawful basis. Please contact foi@dacorum.gov.uk in the first instance.

Notification of changes

From time to time, it will be necessary to update this Privacy Policy. This is in order to ensure our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

If at any point, we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy in force at the time the information was collected.

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <http://www.dacorum.gov.uk/home/cookies-policy>

Our Data Protection Policy

We have a General Data Protection Regulation (GDPR) Policy in place and this can be found [here](#):

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is the Information Security Team Leader (Legal Governance). You can contact them by emailing foi@dacorum.gov.uk or calling 01442 228538.