

The following information applies to Finance.

**Data Controller:**

Tamworth Borough Council  
Marmion House  
Lichfield Street  
Tamworth  
Staffordshire  
B79 7BZ

**Data Protection Officer:**

Nicola Hesketh  
Tamworth Borough Council  
Marmion House  
Lichfield Street  
Tamworth  
Staffordshire  
B79 7BZ

Email: [data-protection@tamworth.gov.uk](mailto:data-protection@tamworth.gov.uk)

**Retention:**

Records are kept in accordance with the Council's disposal schedule and we will not keep your information for longer than necessary. Our Retention Schedule can be found at:

<https://www.tamworth.gov.uk/sites/default/files/privacy/Retention-Schedule.pdf>

**Rights:** You have certain rights under UK Data Protection law including:

- The right to be informed
- The right of access to your personal data
- The right of rectification (to have any inaccuracies corrected)
- The right of erasure (to have your records deleted)
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

All rights may not be available to you in all circumstances. Further information about your rights is available on our website at: <http://www.tamworth.gov.uk/privacy-notice> or the ICO

Website at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

### **Information Collected**

Name  
Address  
Contact Information  
National Insurance Number  
Accounts  
Sub-Contractors information  
Card payment details  
Bank account details

### **“Special” category Information Collected**

None

### **Purpose Collected**

We will process personal information in order to send out invoices for goods or services we have provided, pay invoices for goods and services received, for the collection of debts owing to the Borough Council, for the procurement of goods and services and for processing payments.

We will use personal information to maintain a record of financial transactions, suppliers and contracts.

We will process your personal information in the event insurances claim made by, or against Tamworth Borough Council. We would use it to investigate the legitimacy of the claim, correspondence with you and/or any legal representative regarding the claim and to issue or receive any settlements.

In addition, we may use any of the information you provide to us for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud.

### **Legal Purpose**

We will only use your personal information when the law allows us to. Most commonly we will use your personal information under **Legal Obligation** as the processing is necessary for us to comply with the Local Government Finance Act 1972 and 1988. We will also process your information to meet **Contract** requirements.

### **Third Parties we might share information with**

We will share your personal information with third parties where required by law or where it is necessary. Examples of the organisations we may need to share information with are below, this list is not exhaustive:

Tamworth Borough Council Landlord Services  
Tamworth Borough Council Benefits Department  
Tamworth Borough Council Revenues Department  
Tamworth Borough Council Legal Department  
Tamworth Borough Council Audit Department  
External Auditors  
Staffordshire County Council  
Other Government bodies  
Department for Work and Pensions  
HM Revenues and Customs  
Cabinet Office

### **Third-Parties Service Providers – Which third parties process my personal information?**

**The following third-parties process personal information about you for the following purposes:**

eFinancials – The Council's IT provider eFinancials may have to access to your personal information on occasions where there is a fault

InTend - The Council's IT provider InTend may have to access to your personal information on occasions where there is a fault.

Lloyds Bacs Team – The Council's banking provider Lloyds will have access to your personal information as part of the banking process handling Direct Debit and Direct Credit files.

Bottomline – The Council's IT provider InTend may have to access to your personal information on occasions where there is a fault.

Pentana - The Council's IT provider Pentana may have to access to your personal information on occasions where there is a fault.

Our insurers and their legal representatives will have access to your personal information to act on our behalf to defend/pursue insurance claims.

Our bankers will have access to your personal information to enable certain transactions to be made.

## **How secure is my information with third-party service providers?**

Third-Party Service Providers are companies who process your information on Tamworth Borough Council's behalf.

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with the GDPR regulations. Our third-party service providers are not permitted to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Your personal data is processed (including storage) within the European Economic Area only.

## **More information**

Tamworth Borough Council's Privacy Notice can be found at:  
<http://www.tamworth.gov.uk/privacy-notice> or a hard copy provided upon request.

If you have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can [contact the Information Commissioner's Office](#).

This Privacy Notice may change from time to time and will be subject to annual review. The last known update/review date can be located at the top of the page.

By regularly reviewing this page you will ensure that you are always aware of what information we collect, how we use it and under what circumstances, if any, we share it with others.