Our core data protection obligations and commitments are set out in the council’s Primary Privacy Notice and on our website at Data Protection legislation.

Service Name: Finance


This notice provides additional privacy information for:

- accounts payable (creditors)
- accounts receivable (债务ors)
- accountancy

Purpose(s)

We collect your personal information for the following purpose(s):

- processing payments
- collecting receipts and managing debt
- supporting the monitoring of expenditure against budgets

Categories of Personal Data

In order to carry out these purposes we collect and obtain the following categories of personal data:

- name
- address
- email address
- bank details
- amounts payable or receivable

The law treats some kinds of information - such as racial origin, sexuality, beliefs, health information - as “special”. Special information requires more protection due to its sensitivity. None of the information we collect about you is special information.

Legal basis for processing

The legal basis for processing your personal information is section 151 of the Local Government Act 1972, under which the council must make arrangements for the proper administration of its financial affairs.

If the council was not able to obtain the data it would not be able to meet its obligations to make payments due to you, collect funds lawfully due from you and/or comply with its legal obligations, including setting a balanced budget and reporting of its financial position.

Information sharing/Recipients

We may share personal information about you with the following types of organisations:

- Cabinet office, under the National Fraud Initiative (NFI)
• Banks, for the purpose of transacting payments
• Police, if requested under the Data Protection Act for the purpose of a criminal investigation
• Recovery audit organisations for the purpose of checking for duplicate payments
• Bailiffs, for the purpose of pursuing unpaid debt
• Manchester City Council legal services, for the purpose of pursuing unpaid debt
• We may share your information with other departments within the council, in order to support proper financial administration.

Wherever data is shared, arrangements are in place to control the use of data.
In addition, finance staff may have sight of personal sensitive information, e.g. salary information or information about social care packages, but this is not directly processed by the service.

Data Transfers beyond European Economic Area (EEA)
Personal information within my control will not be sent beyond the European Economic Area (‘EEA’) None of the personal information controlled by me involves automated decision making.

Categorise sources if not obtained from data subject
As well as information collected directly from you, we also obtain or receive information from:
• other council services dealing with you
• partner organisations, for instance Salford Community Leisure Ltd, Salford Royal NHS Foundation Trust, for whom the council provides accounts payable and receivable services under contract

Data Transfers beyond the European Economic Area (EEA)
We do not transfer any of your personal information outside the EEA except in the very specific instance that you live outside the EEA and then only for the purpose of making a payment due to you.

Automated Decisions
All the decisions we make about you involve human intervention.

Data retention/criteria
We will retain your information for the length of time determined by our business requirements. In most cases, this will be at least six years plus the current year. Where a debt is secured on a property or charge, this will be indefinitely, until the charge is released.

Your rights
Information about: exercising your rights; contacting the council’s Data Protection Officer raising a concern with us, or making a complaint to the Information Commissioner is accessible in our guide on exercising your rights available https://www.salford.gov.uk/media/392350/scc-guide-exercising-your-rights-v1-0-3- may-2018.pdf or on our website at https://www.salford.gov.uk/your-council/council-and-decision-making/general-data-protection-regulation-gdpr/

Updates
We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details https://www.salford.gov.uk/your-council/council-and-decision-making/general-data-protection-regulation-gdpr/