

# Privacy Statement

## Finance services

### Why we collect personal information

We are required under the following legislation to provide services in relation to counter fraud and investigation, insurance, creditors, debtors and revenue and benefits:

- Crime and Disorder Act 1998
- Local Government Finance Act 1992
- Ministry of Justice reforms and Lord Justice Woolf reforms
- The Council Tax (Administration and Enforcement) (Amendment) Regulations 1997
- The Council Tax (Administration and Enforcement) Regulations 1992
- The Housing Benefit Regulations 2006
- The Income Support (General) Regulations 1987

### The information we collect

To enable us provide these services we collect the following information from you directly or from internal council departments and external agencies:

- name
- address
- date of birth
- any known aliases
- Police National Computer record checks
- contact details
- National Insurance number
- where applicable benefit reference numbers
- bank details
- passport numbers
- driving licence number
- next of kin's details
- National Health Service (NHS) number
- place of birth
- deed poll papers if name changed
- birth certificates
- marriage certificates
- health and medical information

- photographs
- employment details
- financial information
- household composition
- self-employment registration
- inland revenue registration in order to make payment

### **Purpose for processing your information**

Information is processed to:

- prevent and detect crime and fraud
- comply with legal obligations
- process housing benefit applications
- bill residents of Brentwood for council tax
- establish, exercise or defend an insurance claim
- process all financial transactions, including payments, grants and benefits

### **Other ways in which we use your information**

**Data profiling** – this is when your information is summarized and examined to enable us to make informed decisions about the services we provide to you.

### **Who we share your information with**

We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, required by law, or to prevent and detect fraud. Partner organisations we share information with include:

- government departments – for example, Her Majesty's Revenue and Customs (HMRC), Department of Work and Pensions
- debt collection agencies
- other council internal departments
- courts
- other councils
- insurance companies
- loss adjusters
- legal representatives
- contractors

### **How long we keep your information**

We will only keep your information for as long as necessary. The retention period is either dictated by law or detailed in our Document Retention Policy which can be found on our website. Once your data is no longer needed it will be securely and confidentially destroyed.

### **Your rights**

- The right to be informed – this relates to how we use your personal data
- The right of access - You can ask for access to the information we hold on you
- The right to rectification - You can ask to change information you think is inaccurate
- The right to erasure - You can ask to delete information (right to be forgotten) in certain circumstances
- The right to restrict processing - You can ask to limit what we use your personal data for
- The right to data portability - You can ask to have your information moved to another provider
- The right to object – You can object to the processing of your personal data in certain circumstances
- You also have rights in relation to automated decision making and profiling

You can find more information here:

<http://www.brentwood.gov.uk/index.php?cid=2879>

<https://ico.org.uk/>