

## Privacy Notice - Finance

This notice sets out how Eastleigh Borough Council (EBC) uses and protects any information that you give for the administration of Accounts Payable and/or Accounts Receivable.

Eastleigh Borough Council (EBC) is committed to protecting and respecting the privacy of your personal data. As a registered Data Controller (Reg. no. Z7118863), we comply with the General Data Protection Regulations 2018 (GDPR). Our full privacy notice can be found at [www.eastleigh.gov.uk/privacy](http://www.eastleigh.gov.uk/privacy).

### Why do we need your personal information?

The personal data that we hold includes information such as;	Why we use personal information about you
Name, address, contact details <ul style="list-style-type: none"> <li>• Bank account details</li> <li>• Invoice arrangements</li> <li>• VAT details</li> <li>• NI numbers</li> <li>• Supplier details</li> <li>• Purchase Order details</li> </ul>	For the purpose of <ul style="list-style-type: none"> <li>• Collecting monies owed to the Council</li> <li>• Paying monies owed by the Council</li> </ul> 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.
Who we may share your data with includes but not limited to:	<ul style="list-style-type: none"> <li>• Finance assistants</li> <li>• Finance specialists</li> <li>• HMRC</li> <li>• External audit</li> <li>• Internal audit</li> </ul>
Lawful basis for using your personal data:	<ul style="list-style-type: none"> <li>• Article 6 (1) (c) – Legal Obligation</li> </ul>
Lawful basis for using your special personal data	<ul style="list-style-type: none"> <li>• n/a</li> </ul>

### Who we might share your information with

Your personal information will be treated as confidential, but it may be shared with other Council services in order to provide services, meet our legal obligations as a Local Authority, ensure our records are accurate and up-to-date and improve the standard of the services we deliver. It may also be shared with external organisations involved in delivering services on

our behalf where the Council has a lawful basis to do so. We will only use your information in ways which are permitted by the General Data Protection Regulation and the UK Data Protection law.

- The Council has a duty to protect the public funds it administers and may use the information you have provided or share it with other bodies for the purpose of preventing and detecting fraud. This includes participation in the Cabinet Office [National Fraud Initiative](#).
- We will NOT use your personal data for marketing products or services.

## How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements, or to fulfil statutory obligations. Full information regarding retention periods for the different types of data can be found on our website in the [retention and disposal](#) schedule.

## Data Protection Officer

If you wish to ask us anything about data protection, ask for a copy of your data or you have a complaint about how we have used or looked after your data, you can contact our Data Protection Officer at:

Data Protection Officer  
Eastleigh Borough Council  
Eastleigh House  
Upper Market Street  
Eastleigh SO50 9YN

Email: [DP@eastleigh.gov.uk](mailto:DP@eastleigh.gov.uk)

For more information on Data Protection in general, or if you wish to make a complaint relating to how your personal data has been used, please contact:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AX

Website: [www.ico.org.uk](http://www.ico.org.uk)

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)