HILLINGDON
LONDON

DATA PROTECTION PRIVACY NOTICE FOR CLIENT FINANCIAL AFFAIRS (CFA) TEAM

Why are we providing this Notice to you?

The Council, in its capacity of Data Controller, holds certain information about you ["personal data"] which it needs to process for the purpose of providing the following service Client Financial Affairs service. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at the following link:hillingdon-council-s-privacy-notice

What personal data do we hold?

The types of data we hold and process will typically include:
Financial data including

- DWP benefit payments
- Occupational pensions (if you receive one)
- Private Income payments i.e. annuity payments
- Bill payments: electricity, rent, gas, water, tv licence fees, care fees
- Personal allowance or spending money
- Payments of debts i.e. overdrafts, bank loans, mortgages and credit cards
- Deceased persons details including contacts to do with them

What is our purpose for processing your personal data?

We will use the personal data we hold to manage your finances and to keep records of payments into and out of your account with us.

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

What is the legal basis for our use of your personal data?

- We need it to comply with a legal obligation
- We need it to perform a task in the public interest
- We may share limited information with contracted suppliers. Contractors must also comply with the UK GDPR regulations when processing data. They will be registered the Information Commissioner. They will need to adhere to the same rules as we do.

What we do if your personal data is sensitive.

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.

For how long will we hold your personal data?

We will only keep your personal data for as long as we need to in order to fulfil the purpose[s] for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations.

Organisations that we may share your personal data with

The circumstances in which the Council may do this are set out in the Council's Generic Data Protection Privacy Notice.

Your rights

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or [in very limited circumstances] erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline [0303 123 1113].

If you wish to exercise any of these rights, please contact the CFA Team Leader, Deborah Lampard on dlampard@hillingdon.gov.uk . You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

Updates

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

Contacting us

Please contact the CFA Team Leader for further information

Deborah Lampard, CFA Team Leader
3E Civic Centre
High Street
Uxbridge
UB8 1UW

Statutory Data Protection Officer

You may also contact our data protection officer for further information:

Phillip Furby
Data Protection Officer
Civic Centre
High Street
Uxbridge
UB81UW
Email : dpo@hillingdon.gov.uk