

Finance Service Privacy Notice



Oldham
Council

Date and version

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What this privacy notice is for

Our core data protection obligations and commitments are set out in the council's primary privacy notice at www.oldham.gov.uk/dataprotection

Updating our privacy notices

We may update or revise our privacy notices at any time so please refer to the version published on our website for the most up to date details

What we use your information for

We collect or obtain your personal information to:

- Process emergency payments,
- Process sundry payment requests;
- Support the monitoring of Council expenditure against approved budgets.

Other departments may share your information with us in order to support effective budget monitoring and facilitate sundry payments or payments in an emergency.

What categories of personal information we use

Personal information can be anything that identifies and relates to a living person. This can include information that when linked with other information, allows a person to be uniquely identified. For example, this could be your name and contact details.

The law treats some types of personal information as 'special' because the information requires more protection due to its sensitivity. This information consists of:

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade union membership
- Political opinions
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences

In order to deliver an effective finance service we collect and obtain the following personal information.

Category of personal data	Special/ Sensitive
Name	
Address	
Email address	
Bank Details	
National Insurance Number	

Information we use to monitor expenditure may indicate which Council services you are using or which are providing you with support.

Legal basis for processing

Oldham Council has a statutory responsibility to make arrangements for the proper administration of its financial affairs. This duty is set out in Section 151 of the Local Government Act 1972.

The legal basis for processing and or sharing your personal information is article 6(1) (c) and 6(1) (e) of the General Data Protection Regulations.

Inability to access personal information means the Council would not be able to make arrangements for proper financial administration including making arrangements for the processing of sundry or emergency payments.

Information sharing/recipients

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

- The Unity Partnership Ltd (UPL): The Unity Partnership administers payroll and accounts payable services on behalf of the Council.
- Our software providers may have to access to our systems on occasion where there is a fault, to perform necessary upgrades, to host information on our behalf. Our current software provider is are:
 - Unit4 – We use the Unit 4 A1 system to maintain records of income and expenditure, administer accounts payable and receivable and to support the delivery of Human Resources and Payroll Services. The system holds personal sensitive data in relation to employees in order to facilitate payroll processing, compliance with statutory duties and compliance with HR policies. Colleagues in the finance service do not process this data but we are responsible for ensuring it is held securely in the system and can only be accessed by authorised individuals. People Services' colleagues and colleagues in UPL process this data.

We may share your information with other departments within the Council, to facilitate sundry or emergency payments and to support proper financial administration. Where this happens, arrangements are in place to control the use of this data.

In finance, staff may have sight of personal sensitive information (e.g. salary information, information about H&SC care packages) but this is not directly processed by the service.

Data Transfers beyond European Economic Area

We do not transfer any of your personal information outside the European Economic Area ('EEA').

Automated Decisions

All decisions we make about you involve human intervention.

How long we keep your data

We will only keep your information for as long as it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons. In most cases this will be a minimum of six years.

Where can I get advice

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found in the council's privacy notice which can be found at www.oldham.gov.uk/dataprotection