

Fair Processing Statement

Bridgend County Borough Council – Financial Control & Closing

What happens to information held about you? Your rights and our obligations to you.

How We Use Personal Data

This document explains how the Financial Control & Closing (FCC) section of Bridgend County Borough Council (BCBC) obtains, holds, uses and discloses information about people (their personal data), the steps we take to ensure that it is protected, and also describes the rights individuals have in regard to their personal data.

The use and disclosure of personal data is governed by the Data Protection Act 2018 and the General Data Protection Regulation 2016. As such the FCC Section of BCBC is obliged to ensure that it handles all personal data in accordance with the legislation.

1. Why do we handle personal data?

The FCC Section of BCBC processes personal information to enable it to:

- Maintain the accounts and records of the council
- Participate in local and national fraud initiatives
- Participate in crime prevention such as fraud
- Manage archived records
- Carry out its legal obligation to make payments and receive receipts for services

2. What type/classes of personal data do we handle?

In order to carry out the purposes described under section 1 above the FCC Section of BCBC may obtain, use and disclose personal data including the following:

- Personal details
- Family details - Relatives, guardians or other persons associated with the individual in relation to managing the finances of those people
- Financial details
- Student and pupil records
- Business activities

BCBC will only use appropriate personal data necessary to fulfil a particular purpose or purposes. Personal data could be information which is held on a computer, in a paper record i.e. a file, as images, but it can also include other types of electronically held information e.g. CCTV images.

3. Who information is processed about

In order to carry out the purposes described under section 1 above the FCC Section of BCBC may obtain, use and disclose personal data about the following:

- Businesses
- Payments
- Receipts
- Claimants
- Complainants, enquirers or their representatives
- Staff
- Councillors
- Students and pupils
- Carers or representatives
- Representatives of other organisations

BCBC will only use appropriate personal data necessary to fulfil a particular purpose or purposes. Personal data could be information which is held on a computer, in a paper record i.e. a file, as images, but it can also include other types of electronically held information e.g. CCTV images.

4. Where do we obtain personal data from?

In order to carry out the purposes described under section 1 above the FCC Section of BCBC may obtain personal data from a wide variety of sources, including the following:

- Legal representatives;
- Solicitors;
- Courts;
- Voluntary sector organisations;
- Approved organisations and people working with the Council;
- Individuals themselves;
- Relatives, guardians or other persons associated with the individual;
- Education establishments;
- Professional advisors;
- Employees and agents of BCBC;
- Persons making an enquiry or complaint;
- External claims handlers
- Research companies providing legally available information from the internet;
- Data Processors working on behalf of BCBC;
- Information openly available on the internet;
- Other departments within the Council.

BCBC may also obtain personal data from other sources such as its own CCTV systems, or correspondence.

5. How do we handle personal data?

In order to achieve the purposes described under section 1 the FCC Section of BCBC will handle personal data in accordance with data protection legislation. In particular we will ensure that personal data is handled fairly and lawfully with appropriate justification. We will strive to ensure that any personal data used by us or on our behalf is of the highest quality in terms of accuracy, relevance, adequacy and non-excessiveness, is kept as up to date as required, is protected appropriately, and is reviewed, retained and securely destroyed when no longer required.

6. How do we ensure the security of personal data?

The FCC Section of BCBC takes the security of all personal data under our control very seriously. We will ensure that appropriate policy, training, technical and procedural measures are in place, including audit and integrity monitoring, to protect our manual and electronic information systems from data loss and misuse, and only permit access to them when there is a legitimate reason to do so, and then under strict guidelines as to what use may be made of any personal data contained within them. These procedures are continuously managed and enhanced to ensure up-to-date security.

7. Who do we disclose personal data to?

We sometimes need to share information with the individuals we process information about and other organisations. Where this is necessary we are required to comply with all aspects of the legislation. What follows is a description of the types of organisations we may need to share some of the personal information that we process with for one or more reasons:

- Family, associates or representatives of the person whose personal data we are processing
- Educators
- Ombudsman and regulatory services
- Professional advisers and consultants
- Courts
- Police forces
- Data processors
- Courts
- Partner agencies, approved organisations and individuals working with the police
- Law enforcement and prosecuting authorities
- Local and national fraud initiatives
- Legal representatives, defence solicitors
- External claim handlers
- Barristers
- Auditors

8. What are your rights in relation to your personal data which is handled by BCBC?

Individuals have the following rights:

1. Right to be informed
2. Right of access
3. Right to rectification
4. Right to erasure
5. Right to restrict processing
6. Right to data portability
7. Right to object to processing
8. Rights in relation to automated decision making and profiling

Right to be informed

You have the right to be informed about the collection and use of your personal data.

The Council must provide you with information including the purposes for processing your personal data, retention periods for that data and who it will be shared with.

This is called 'privacy information'.

Right of access

You can obtain a copy, subject to exemptions, of your personal data held by the Council. A copy of the application form is available: <https://eforms.bridgend.gov.uk/Appforpersonalinformation>

You are also entitled to obtain confirmation as to whether or not data concerning you is being processed by the Council. Where that is the case, you are entitled to the following information subject to exemptions:

- The purposes of and legal basis for the processing
- The categories of personal data concerned
- The recipients to whom the personal data has been disclosed
- The period for which it is envisaged that the personal data will be stored
- Communication of the personal data undergoing processing and of any available information as to its origin.

**Please note that 'processing' means an operation or set of operations performed on personal data such as collection, recording, organisation, structuring, storage, adaption, alteration, erasure, restriction, retrieval.*

Proof of ID and any further information needed to locate the information may be required before the Council can comply with your request.

Any request for the above information should be made in writing to the Data Protection Officer and the Council will respond within one month.

Rectification of data

You can request the Council to rectify inaccurate personal data relating to you. If the data is inaccurate because it is incomplete, the Council must complete it if required to do so by you.

A request should be made in writing to the Data Protection Officer and a response will be sent within one month.

Erasure or restriction of personal data

You can request that the Council erase your data or restrict any processing of your data, subject to exemptions.

All requests should be made to the Data Protection Officer. The Council will then inform you of whether the request has been granted and if it has been refused, the reasons for the refusal.

Right to data portability

You have a right to obtain and re use your personal data for your own purposes.

This right applies to personal data which you have provided to the Council or personal data processed as part of a contract you have with the Council.

Right to object

You have the right to object to the processing of your personal data in certain circumstances.

The Council has one calendar month to respond to an objection.

Right not to be subject to automated decision-making

You have the right, subject to exemptions, not to be subject to a decision when it is based on automated processing and it produces a legal effect or a similarly significant effect on you. You have a right to express your point of view and obtain an explanation from the Council of its decision and challenge it.

However, it should be noted that this right does not apply to all decisions as there are exemptions for example authorisation by law, performance of a contract to which you are a party

9. How long does BCBC retain personal data?

BCBC keeps personal data as long as is necessary for the particular purpose or purposes for which it is held in accordance with the Council's Retention Policy. Financial information is required to be held by the FCC Section for 7 years following the close of each Financial Year.

10 Contact Us

Any individual with concerns over the way BCBC handles their personal data may contact the Data Protection Officer at the Council as below:

Bridgend County Borough Council, Information Office, Civic Offices, Angel Street, Bridgend, CF31 4WB.

E-mail foi@bridgend.gov.uk

Telephone 01656 643565

You can also raise concerns with the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office – Wales
2nd Floor
Churchill House
Churchill Way
Cardiff
CF10 2HH
Telephone: 02920 678400 Fax: 02920 678399
Email: wales@ico.org.uk
Website: <https://ico.org.uk/>