



HILLINGDON

LONDON

DATA PROTECTION PRIVACY NOTICE FOR - Corporate Payments 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 of making payments (excluding Housing Benefit) on behalf of the London Borough of Hillingdon. 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 at: www.hillingdon.gov.uk/privacy

What personal data do we hold

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

The name and address of all individuals who are due a payment from Hillingdon Council, including Council Tax refunds, but excluding Housing Benefit claimants.

The name, address and gender of individuals who have been paid by Hillingdon Council.

The names and contact details of their appointees or representatives including solicitors.

Records of payments made to individuals.

Records and invoices/instructions for all payments made to individuals.

Client names, addresses, and dates of birth are held on our Social Care payment system.

We obtain most of this data directly from the department wishing to make payment on behalf of Hillingdon Council, although we may contact you for clarification.

What is our purpose for processing your personal data

To ensure timely payments are made to those that are owed money by Hillingdon Council.

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

One or more of the following bases can apply:

- We need it to perform a task in the public interest or in the exercise of public authority.
- To comply with a legal obligation.

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 persons 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

Remittance advice' are transferred to external email addresses, they can contain individual name and address.

Limited/restricted client data is transferred by email to Social Care providers.

The Royal Mail delivers post for our service.

Corvid Paygate in respect of some of our banking arrangements.

National Fraud Initiative - Set up by the cabinet office to prevent and detect fraud.

Internal Sharing of data

We may share some of your data with other services within the London Borough of Hillingdon. Common examples include:

Legal Services

Procurement

Tenancy Services

Adult Social Care

Services for Children and Young People

ICT

Counter Fraud

Each of these services (where required) has a privacy notice detailing the legal basis on which they processing the data.

What happens if your personal data is subject to automated decision-making including profiling

Remittance advice notices are transferred to external email addresses automatically once a payment batch is finalised, they can contain individual name and address.

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 Corporate Payments Team. 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 invoices@hillington.gov.uk for further information

The Corporate Payments Team
The London Borough of Hillingdon
1 South 05
Civic Centre
Uxbridge
Middlesex
UB8 1UW

Statutory Data Protection Officer

You may also contact our Data Protection Officer for further information:

Glen Egan, Acting Head of Legal Services and Monitoring Officer
Civic Centre, High Street,
Uxbridge UB8 1UW

E-mail: gegan2@hillingsdon.gov.uk Telephone: 01895 277602