

## **Your Personal Data: Finance**

### **What we need**

Mid Sussex District Council will be what is known as the 'Controller' of the personal data you provide to us. The data we collect includes personal data. This may consist of name, address, bank details, card details, relevant payment account details eg Council Tax number

### **Legal basis for processing**

Processing of personal information is carried out in accordance with Article 6 of the UK General Data Processing Regulation (UK GDPR):

- Processing is necessary for compliance with a legal obligation
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

and in accordance with the Data Protection Act 2018, Financial Services Act 2012.

### **Why we need it**

We need to know your basic personal data in order to provide you with council services. We will not collect any personal data from you we do not need in order to provide and oversee these services. Information you provide will be used for:

- enabling us to carry out specific functions for which we are responsible, including:
  - making payments to individuals and service providers
  - collecting payments/direct debits to settle invoices issued to individuals for services provided by, or on behalf of, Mid Sussex District Council
- assessing performance and to set targets for paying individuals and collecting income on time

### **What we do with it**

All the personal data is processed by our staff in the UK on servers that are also located in the UK. No third parties have access to your personal data unless the law allows them to do so. In processing your data, we may also share it with the Cabinet Office National Fraud Initiative and global payments. We use a processor for debit and credit card payments. Staff data may be shared with Internal Audit and with line managers for budget purposes.

### **How long we keep it**

We carefully consider the personal data that we store, and we will not keep your information in a form that identifies you for longer than is necessary for the purposes set out in this notice or as required by applicable law. In some instances, we are required to hold data for minimum periods: for example, certain UK laws currently specify fixed time periods for retention of some of your personal data. We will keep your data for 6 years plus current, unless still an active account. For staff data this will be for the duration of employment for management records.

### **What are your rights?**

You have the right to request a copy of the information that we hold about you. This is known as a Data Subject Access Request. If you would like a copy of some or all of your personal data, please email or write to the Data Protection Officer – see contact details below.

We want to make sure that your personal information is accurate and up to date. If at any point you believe the information we process on you is incorrect, you may request to see this information and even have it corrected or deleted.

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) - <https://ico.org.uk/concerns/>.

To contact our Data Protection Officer you can email [dataprotection@midsussex.gov.uk](mailto:dataprotection@midsussex.gov.uk) or write to

Data Protection Officer  
Digital & Technology  
Mid Sussex District Council  
Oaklands Road  
Haywards Heath, RH16 1SS

Last updated July 2024