



Finance Privacy Notice

Document Control	
Document title	Finance Privacy Notice
Purpose	
Author	
Date of publication	August 2018
Owner/responsibility	Karen Hunter
Distribution	LanConsent/Other
Version	Date Comments
1.0	August 2018
2.0	April 2021
3.0	July 2023

This Privacy Notice was last updated July 2023. It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [Finance Privacy Notice \(wigan.gov.uk\)](https://www.wigan.gov.uk/finance-privacy-notice).

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

1. INTRODUCTION

Our core data protection obligations and commitments are set out in the Council's Primary Privacy Notice.

This notice provides additional privacy information for **The Finance Team**. The Finance Team is responsible for the accurate maintenance and providing support for forecasting and financial management on behalf of Wigan Council.

2. WHAT PERSONAL INFORMATION DO WE COLLECT

In order to carry out the functions as outlined above, we may process the following types of personal information:

- Name
- Title
- Address
- Telephone number
- Email address
- Date of birth
- Bank account details
- Your income and expenditure
- National insurance number and other employment and payroll information.

Please note that this is not an exhaustive list.

Where we manage someone's affairs on their behalf, this may also include:

- Solicitors and court correspondence and documentation including Grant of Probate
- Birth certificate/death certificate
- Funeral plans
- Private pension information
- Financial assets

Please note that this is not an exhaustive list.

3. HOW WE USE PERSONAL INFORMATION

The main purposes for processing your personal information are:



- To maintain our accounts and records
- For budget management
- To make payments
- To issue invoices and recover debts
- To manage the financial affairs of vulnerable service users as a deputy or appointee
- For fraud prevention and detection
- To apply the breathing space scheme protections (where applicable).

4. LEGAL BASIS FOR PROCESSING

The authority has a duty to protect the public funds it administers and may use information held about you for all lawful purposes, including but not limited to the prevention and detection of crime including fraud and money laundering

The legal bases we rely on for processing your personal information are:

- It is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council
- It is necessary for compliance with a legal obligation
- It is necessary for the performance of a contract with you (e.g., you are a supplier of goods or services).

5. WHO DO WE SHARE PERSONAL INFORMATION WITH

In addition to the general reasons for information sharing described in the Council's Primary Privacy Notices your personal data is shared securely with the following organisations where it is both necessary and appropriate to do so:

- His Majesty's Court Service
- External Enforcement Agencies
- His Majesty's Revenue and Customs
- Office of the Public Guardian
- Internal Council departments
- Police

Please note that this is not an exhaustive list.

The Council is now also required to share information about you and your debts with your debt advisor where you are registered with the breathing space scheme. For more information on the scheme, please visit [Debt Respite Scheme \(Breathing Space\) guidance for creditors - GOV.UK \(www.gov.uk\)](http://www.gov.uk).

6. HOW LONG DO WE KEEP PERSONAL INFORMATION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.



We must continue to retain necessary information in accordance with our Corporate Records Management Policy to fulfil legal, statutory and regulatory requirements.

7. AUTOMATED DECISIONS

All the decisions we make about you involve human intervention with the exception of certain stages of our debt recovery procedures.

8. COOKIES

To find out how we use cookies, please see [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk/cookies).

9. YOUR RIGHTS

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 [Wigan Borough Council Primary Privacy Notice](#).