



## St Helens Council

### Corporate Services – Finance

#### Accounts Payable – Data Protection Privacy Notice

This notice explains how we will collect and use your personal data. From 25 May 2018, we shall process your personal data in accordance with the General Data Protection Regulations (GDPR).

#### What information do we collect about you?

- Supplier/individual name.
- Supplier/individual contact information such as address, email address and telephone number.
- Sort code
- Account number
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#### How will your information be used?

The personal data that we hold may be used for:

- Contacting you to verify vendor details for payment purposes.
- The prevention and detection of fraud.

#### Who will we share your information with and why?

- Internal use for payment purposes
- National Fraud Initiative – fraud prevention and detection and data matching
- Recovery Audit - fraud prevention and detection and data matching

#### Transfers out of EU

- No data will be transferred or held outside the EU.

#### Retention Periods

We will retain your personal information to fulfil the purposes we collected it for and will be for a maximum of seven years. Statement information will be held until past invoices have been paid.

#### Concerns and Contact Details

If you have any concerns regarding the way your personal data is being processed or have a query with regards to this notice, please contact the council's Data Protection Officer, Rob Huntington, they can be contacted via email at [dataprotection@sthelens.gov.uk](mailto:dataprotection@sthelens.gov.uk)

#### Complaints

If you are an individual and wish to complain you can do so to the Information Commissioners Office at: [www.ico.org.uk/](http://www.ico.org.uk/)