

Halton Borough Council

Supplier – Privacy Notice

Who is the Data Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information you provide.

Halton Borough Council's Data Protection Officer can be contacted on 0151 511 7003 or by email to Peter.Richmond@halton.gcsx.gov.uk.

We collect and hold information about you in order to ensure that your payment is allocated correctly to your account.

What information do you collect?

The information we require from you may include the following:

- Name
- Address
- Contact details
- Bank details
- VAT Registration Number (if you are VAT registered)
- National Insurance Number (if you are a sole trader or partnership operating under the Construction Industry Scheme)

Why do you need my information?

Personal information which you supply to us may be used in a number of ways. This may include, but is not limited to, the following:

- Setting up and maintaining your account;
- Procuring goods and/or services from you;
- Maintaining our relationship with you whilst you are a customer or a supplier;
- Issuing purchase orders, remittance advices and other correspondence to you;
- Processing invoices and other requests for payment;
- Communicating with you, including responding to information requests and enquiries;
- Record keeping, statistical analysis and internal reporting purposes;
- Helping the Council to comply with its obligations for completing various tax returns to HMRC;
- Monitoring the quality of our services;
- Providing evidence in any dispute between you and us;
- Detecting and preventing fraud.

What legal basis allows you to use my information?

For the Council's legitimate interests in:

- Managing your account (including processing payments) and communicating with you;
- The Council's internal business purposes, which may include processing your data for the purposes of: record keeping, reporting and statistics, payment performance monitoring, data security, investigating and responding to queries and complaints, and fraud detection and prevention.

The legal basis which allows the Council to use your information to fulfil the Council's obligations to HMRC for operating the Construction Industry Scheme is the Finance Act 2004.

The legal basis which allows the Council to use your information to fulfil the Council's obligations for submitting VAT returns to HMRC is The VAT Act 1994.

The legal basis which allows the Council to share your information with the National Fraud Initiative is The Data Protection Act 1998.

Who will my information be shared with?

Your information may be shared with other departments within Halton Borough Council and the following organisations:

- Her Majesty's Revenues & Customs (HMRC)
- The Council's software providers
- Law Enforcement Agencies (e.g. Police, Benefits fraud Section or DWP)
- Other local authorities
- Invoice Processing and Supplier Incentive Programme Partner
- Recovery Audit Agencies
- National Fraud Initiative
- External Auditors

Do I have to provide this information and what will happen if I don't?

Yes. If you don't provide this information to us we are unable to create your account, correspond with you, process your invoices/requests for payment and make payments to you. The Council may also be prevented from complying with its legal obligations (such as deducting tax if required to do so).

The Council shares supplier information with its Invoice Processing and Supplier Incentive Programme Partner and Recovery Audit Agencies to assist our invoice processing and Supplier Incentive Programme arrangements. This data transfer will include personal data from our sole traders and limited partnership organisations. For suppliers operating either as a Sole trader or Partnership, the Council relies on your consent to share your information with these organisations.

Our invoice processing and supplier incentive partner may use your information to contact you about joining the Council's Supplier Incentive Programme.

You have the right to withdraw your consent at any time. If you are a sole trader, partnership or limited partnership and want to opt out of this data transfer please email Finance.SupportServices@halton.gov.uk.

How long will you keep this information for and why?

Computerised account information and documentation images held within Agresso will be kept indefinitely to enable transaction queries to be resolved.

How will my information be stored?

Your data will be stored by Halton Borough Council electronically in databases on a secure network.

Will this information be used to take automated decisions about me?
No

Will my data be transferred abroad and why?

No

What rights do I have when it comes to my data?

'You have the right under the Data Protection Act 1998 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is

used download a copy of our form from <https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to:

Information Governance Service
Halton Borough Council
Service Improvement Division
Municipal Building
Widnes
WA8 7QF

Alternatively you can email informationgovernanceservice@halton.gov.uk

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to:

Data Protection Officer
Information Governance Service
Halton Borough Council
Municipal Building
Widnes
WA8 7QF

You also have the right to complain to the Information Commissioner's Office using the following details:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 08456 30 60 60 or 01625 54 57 45

Website: www.ico.org.uk

----- END OF PRIVACY NOTICE -----