

## **PN011 – ACCOUNTS PAYABLE PRIVACY NOTICE**

The wording in this document reflects the requirements of the General Data Protection Regulation (GDPR) effective from the 25th May 2018.

<b>TCBC Service Area:</b>	Resources/Financial Services
<b>Work area:</b>	Accounts Payable
<b>Contact Details:</b>	Wendy Edwards
<b>Privacy Notice Name:</b>	Accounts Payable

### **Data controller:**

**Torfaen County Borough Council**  
**C/o Civic Centre**  
**Pontypool**  
**NP4 6YB**

### **Data Protection & Information Governance Officer:**

**Susan Bullock**  
**01633 647467**  
**Email: [dpa@torfaen.gov.uk](mailto:dpa@torfaen.gov.uk)**

**1) Have we sourced your personal data, directly from you?**

**No**

**If no, how did we obtain your personal data?**

It was shared with the Council

**2) What information does the Council collect about you?**

The Council collects and processes a range of information about you.  
This includes:

Financial information (bank account information)

Name

Address

Other information provided to make payment

**3) The Council may collect this information in a variety of ways:**

Invoices

Credit Notes

Payment Requests  
Expense Forms  
Third Party Systems

Choose an item.

**We will store your data:**

**Other**

In a secure Accounts Payable database

**4) Why does the Council process your personal data?**

**Necessary to meet the contractual obligations entered into by the person/citizen**

For example in order to make a payment the Council will need to process personal data in respect of name; address and bank account details.

**5) Special categories of personal data:**

No

**6) Who has access to your data?**

Your information may be shared internally with relevant Service Areas of the Council and Schools in order to process your payment.

In order to process your payment the Council will share your information with the Bankers Automated Clearing Service (BACS).

The Council may share this information with the Inland Revenue, External Auditors and Grant Paying Organisations for financial and regulatory purposes.

The Council also shares this information with the Audit Commission as part of the National Fraud Initiative.

**No Data is transferred out of the Economic Area (EEA)**

Choose an item.

**7) How does the Council protect data?**

The Council has internal policies in place to ensure the data it processes is not lost, accidentally destroyed, misused or disclosed. Furthermore data is not accessed by employees except in the performance of their duties.

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These third parties are also under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

**8) How long does the Council keep your data?**

The Council will hold your personal data only for the period that is necessary and will follow organisational and Local Authority standards in this area. We will keep your information in line with our Local Authority retention schedules.

The Council will retain your data for up to 7 years after the year of processing. Unless the payment relates to European funding in which case the retention period may be longer in accordance with the grant condition.

- 9) Are we making automated decisions/profiling with your data?  
No

**Your rights**

You have a number of rights you can exercise:

- access and obtain a copy of your data on request
- require the Council to change incorrect or incomplete data
- under certain circumstances you can require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- to know the period of time that the data will be stored for
- the right to data portability
- the right to withdraw your consent at any time
- the right to lodge a complaint with a supervisory authority (Information Commissioners Office)
- the consequences of if you fail to provide data to the Council
- the existence of and automated decision-making, including profiling and the consequences of this for you.

If you would like to exercise any of these rights, please contact:

Wendy Edwards, Group Finance Officer 01495 766305  
[wendy.edwards@torfaen.gov.uk](mailto:wendy.edwards@torfaen.gov.uk)



## DOCUMENT CONTROL

<b>Title:</b>	<b>Accounts Payable Privacy Notice</b>		
<b>Document Owner:</b>	<b>Senior Information Risk Owner (SIRO)</b>		
<b>Document Author:</b>	<b>Wendy Edwards</b>		
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## REVISION HISTORY

<b>Issue Date</b>	<b>Version / Status</b>	<b>Reason for Change</b>	<b>Changed By:</b>
April 2018	1.0 Live	Form created to achieve GDPR Compliance	Sue Bullock
May 2019	2.0 Live	Reviewed no changes	Wendy Edwards