

# PRIVACY NOTICE

## Financial information relating to Suppliers and Customers of goods and services

Your privacy is important to us. This privacy statement explains what personal data Royal Berkshire Fire and Rescue Service collects about you and how we store and use that data.

### What information we collect about you

#### Suppliers

Company Name, Address, Contact details (telephone Number or email address), Bank details, VAT Registration Number (if you are VAT registered), National Insurance Number (if you are a sole trader), staff names and contact details (where appropriate).

#### Customers (Purchasers of goods and services)

Name, Address, Contact details (telephone Number, email address)

### Why we need it

To enable us raise invoices, pay invoices and to receive credit notes for returned items, however, 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
- Record keeping, statistical analysis and internal reporting purposes;
- To comply with financial obligations (tax returns etc)
- Detecting and preventing fraud.

### Our legal basis for processing

Under the General Data Protection Regulation (GDPR), we are able to process your personal data under article Necessary for the performance of a contract with the data subject or to take steps preparatory to such a contract, 6(1)(c) – Necessary for compliance with a legal obligation and 6(1)(e) – Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

*(Taxes Management Act 1970, Income and Corporation Taxes 1988, Finance Act, Limitations Act 1980, Fire and Rescue Services Act 2004)*

## What we do with it

This information is collected by various RBFERS Staff (in the course of their duties) and forwarded to our Finance department to enable them to manage your account.

## Sharing your information

The information provided may be shared with Her Majesty's Revenues and Customs (HMRC) for taxation purposes. It may also be shared with Internal Auditors (RSM LLP) and External Auditors (Ernst and Young LLP) to fulfil our legal obligation to be audited on our accounts.

There are a number of reasons why we may share your information outside of our Service. This can be due to:

- Our obligations to comply with current legislation
- Our duty to comply with a Court Order
- You have consented to the sharing / disclosure

We may disclose information to other agencies without consent where it is necessary, either to comply with a legal obligation, or where permitted under the General Data Protection Regulation, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime.

We work closely with other agencies, such as councils, health services, adult and children's services and may, for the purpose of preventing risk of harm to yourself or another an individual , share your personal information.

As a public authority, we are also subject to information rights legislation (Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation. We do receive requests for information, however, unless there is a legal obligation to provide your personal data, information will be released in a redacted form. This means your personal data will be removed before publication so that you cannot be identified.

Your personal information will not be transferred outside of the European Union (EU).

## How long we keep it and how it is stored

We will only retain information for as long as necessary. Records are maintained in line with our retention schedule, which determines the length of time records should be kept. Consequently, financial information relating to suppliers and customers will be retained for 7 years, but some details will be retained within the SAGE accounting system indefinitely.

We take our duty to protect your personal information and confidentiality seriously. We are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, whether computerised or on paper. This means that your information will be kept in a secure environment and access to it will be restricted according to the 'need to know' principle. Personal details will then be destroyed/deleted.

We do compile and publish statistics showing certain information, but not in a form which identifies anyone.

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## Your rights

Under the General Data Protection Regulation you are entitled to exercise your right to object to us processing your data and obtain information that is held about you.

If at any point you believe the information we process on you is incorrect, you can request to have it corrected or deleted. Where possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.

If you wish to discuss the information we hold about you, make a complaint about how we have handled your personal data or object to us processing it, you can contact our Data Protection Officer (DPO) who will investigate the matter.

## Who to contact

Our Data Protection Officer is Becca Chapman and you can contact her at:

Royal Berkshire Fire and Rescue Service Headquarters

Newsham Court

Pincents Kiln

Calcot

Reading

Berkshire

RG31 7SD

(0118) 945 2888

[DataProtection@rbfrs.co.uk](mailto:DataProtection@rbfrs.co.uk)

If you are not satisfied with our response or the way we handle your information, you can complain to the Information Commissioner's Office (ICO):

<https://ico.org.uk/>

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