

# Finance

Oadby and Wigston Borough Council process the information of local finance. This includes the management of government money and providing funding to individuals and business. The process of the finance section and the information that is required is determined by HMRC (VAT and CIS Regulations), Financial Regulations, and Audits. This information is received at point of payment or application. Finance is generally split into sales ledger, purchase ledger and income management.

The retention of the data that is provided to the Finance section will be determined by Oadby and Wigston Borough Council's retention policy. A copy of the retention schedule is available on the Council's website.

The information and personal data that you provide to finance will be processed by Oadby and Wigston Council, which is the 'data controller' for the purposes of the Data Protection Act.

## Information collected:

- Name
- Address
- Telephone number(s)
- Email address
- Nature of Debt
- Payments made
- Bank account details
- Nature of supply or service
- Amount and timings of payments
- Payroll details

## Agencies we might share the information with:

- Judicial Agencies e.g. Courts
- Police
- Health Agencies
- Educational Providers
- Other Local authorities
- Immigration service
- Government Departments
- Private investigators and contracted third party investigation companies and bailiffs
- Elected members & MPs (as your representatives)
- Contractors providing IT services
- Funding bodies



## **Purpose for processing:**

- Collection of charges made for services provided
- Collection of council tax and rates
- Collection of Debt
- Collection of overpaid housing benefit or debt
- Financial transactions
- Insurance claims
- Ordering of goods and services
- Payment of salaries, allowances and expenses
- Payments of goods and services
- Payroll transactions
- Prevention and detection of crime Inc. fraud
- Regulatory, licensing and enforcement functions
- Research Inc. consultations
- Service delivery
- Service improvement and planning
- Statutory requirements e.g. reporting to Government
- Traded services

## **Lawful basis for processing:**

- Contract
- Legal obligation

