

# Privacy Notice – Debtors

## Your personal information - what we need and why?

Daventry District Council collects personal information from you in order to deal with your debtor enquiry. This includes your name, address, bank details, email etc. We will not collect any personal data from you we do not need.

The information you provide will be kept within our Agresso system in order to provide and oversee your debtor enquiry. It is necessary to hold this information for compliance with the Financial Regulations 2007.

## Who does the Council share your data with?

It may be necessary to share your personal information internally and with the Council's bank (currently Natwest) in order to deal with your debtor enquiry. However, no other third parties have access to your information, unless the law allows them to do so.

## How long does the Council keep your data?

The Council is required under UK law (Financial Regulations 2007) to keep your personal data (name, address, contact details) for a period of 7 years after which time it will be destroyed. Data stored on the Council's financial system may be held for longer as necessary for maintaining the integrity of the Council's accounts.

## What are your rights?

If at any point you believe the information we hold is incorrect you may request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

Our Data Protection Officer is Gillian Kennedy and you can contact her by email [dataprotection@daventrydc.gov.uk](mailto:dataprotection@daventrydc.gov.uk)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO) [www.ico.org.uk](http://www.ico.org.uk).

All information you provide is held in accordance with our Information Charter and in line with the Data Protection legislation. Our Information Charter can be viewed online here [www.daventrydc.gov.uk/informationcharter](http://www.daventrydc.gov.uk/informationcharter).

[www.daventrydc.gov.uk](http://www.daventrydc.gov.uk)



T: 01327 871100

E: [comments@daventrydc.gov.uk](mailto:comments@daventrydc.gov.uk)

