



## **Privacy Notice: Creditors and Debtors**

This privacy notice is designed to help you understand how and why we use your information if you are a creditor or debtor.

### **Why do you need to process my information and how will you use it?**

#### ***Creditors***

Creditors are people who we owe money to. This is usually people who have supplied us with goods or services which we will pay on receipt of an invoice.

We need the following information from creditors:

- Name;
- Address;
- Contact details;
- Bank account details.

Your information is processed to meet the legal requirements of Section 112 of the Local Government Finance Act 1988. It is also used to enable the performance of a contract whereby we have agreed to pay for goods or services. The payment may be made by BACS transfer or by cheque.

If we are not supplied with the information set out above, we may not be able to make payments to you.

#### ***Debtors***

Debtors are people who owe South Yorkshire Fire and Rescue (SYFR) money. This could be an organisation who we have provided a service for, or a member of staff who has been overpaid for example.

We need the following information from debtors:

- Organisation Name/Staff Name;
- Contact Details.

Your information is processed to meet the legal requirements of Section 112 of the Local Government Finance Act 1988. This information is used for us to seek payment from the organisation or individual, by raising an invoice and sending it out.

### **Who will have access to the information?**

#### ***Creditors***

Invoices for goods/services are dealt with by our Payments and Revenues section within our Finance department. Invoice details may also be shared with the person/section that raised a purchase order relating to an invoice and also subsequent Budget Managers and other members of Finance as part of monthly budget monitoring duties.

The system used by our Finance team is provided by Capita IB Solutions and the product is called Integra. We use a UK bank to process payments so they will also have access to this information.

Details of payments over £500 made to creditors are published on the SYFR website. You can find out more about this on our website on the link below:

<http://www.syfire.gov.uk/transparency/spending-over-500/>

Trade Creditor information is also submitted to the cabinet office as part of a Government's National Fraud Initiative (NFI), an initiative to detect and prevent fraud. You can find out more about why and how your information is used on the link below:

<http://www.syfire.gov.uk/data-matching/>

### ***Debtors***

Information about debtors is held electronically within the Integra system which can be accessed by members of Finance, Audit, and relating Budget Holder/Managers. The system cannot be accessed by other members of staff.

### **How long will you keep hold of my information?**

Copies of invoices and related creditor or debtor information is kept for the current year plus six years, in line with our retention schedule.

### **Is there anything else I need to know when it comes to my personal information?**

To find out more about the rights you have when it comes to your personal information or who you can contact to discuss it further please see our full Privacy Policy, available under '[Your information](#)' on our website.