

**Privacy Notice: Creditors and Debtors**

At South Yorkshire Fire and Rescue (SYFR) we are committed to protecting and respecting your privacy. This privacy notice explains why and how we use your information and how we protect your privacy if you are a creditor or debtor.

SYFR is a registered Data Controller with the Information Commissioner and you are welcome to contact our Data Protection Officer by emailing dataprotection@syfire.gov.uk , by calling 0114 2532456 or by writing to Data Protection Officer, South Yorkshire Fire and Rescue, 197 Eyre Street, Sheffield, S1 3FG

**Who our department are and what we do:**

SYFR Payments and Revenues department process all invoices for goods/services

**What type of information will we collect from you?**

**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.

**Debtors**

Debtors are people who owe 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.

**Why do we need your personal information?**

**Creditors**

Information is needed to enable SYFR to pay for goods or services. The payment may be made by BACS transfer or by cheque.

**Debtors**

This information is used for SYFR to seek payment from an organisation or individual, by raising an invoice and sending it out.

**How we will collect your personal information?**

In the course of offering and purchasing services we will collect your personal information from either you or third parties. This will normally be via the phone or through the completion of our supplier set up form which we would send on to you either via email or post.

**Our legal basis for processing your information**

When gathering and processing your information, we will comply with UK data protection legislation. Processing this information is necessary for compliance with our legal obligations which include:

* UK GDPR Article 6(1)(b) Necessary for the performance of a contract whereby SYFR have agreed to pay for goods or services
* UK GDPR Article 6(1)(c) Compliance with a legal obligation. Your information is processed to meet the legal requirements of Section 112 of the Local Government Finance Act 1988.
* UK GDPR Article 6(1)(f) Legitimate interests pursued by SYFR to pay for goods and services and to seek payment from third party organisations.
* HMRC Tax Regulations – for assessment or collection of any tax or duty

**Who will have access to my information?**

**Only those persons with a business need will be able to access this information. For example:**

**Creditors**

Invoices for goods/services are dealt with by SYFR Payments and Revenues department. Invoice details may also be shared with other personnel involved with raising a purchase order relating to an invoice and other members of Finance as part of monthly budget monitoring duties.

The third party financial systems provider and SYFRs bank, used to process payments, 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 this link: <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 this link: <http://www.syfire.gov.uk/data-matching/>

**Debtors**

Information about debtors is held electronically within SYFRs third party financial 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.

**Why we may need to share your information:**

We may need to share your information with:

* other staff for purposes outlined in this notice
* publish information on line for purposes outlined in this notice
* Government cabinet office for purposes outlined in this notice
* third parties such as HMRC
* when taking legal advice for prospective legal proceedings.
* information may need to be shared as part of a disciplinary / grievance or investigations of a similar nature.

We will not pass on your information to third parties without first obtaining your consent, unless the law and/or our policies allow us to do so for example, in the following circumstances:

* The law states that we can
* There is a risk of serious harm or threat to life
* We are directed by a court of law

**How long will your information be kept:**

We will collect, process and retain your information in accordance with data protection legislation and our policies on data retention – this varies according to statutory requirements and other legitimate business reasons. In the case of copies of invoices and related creditor or debtor information, this is kept for the current year plus six years.

**What will happen if you fail to provide this information?**

**Creditors**

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

**How to access and control your personal information:**

SYFR have a Data Protection framework in place to ensure the effective and secure processing of your information. For details on how we maintain the security of this and your rights to access the information we hold about you, please refer to our website at [www.syfire.gov.uk](http://www.syfire.gov.uk).

You can find out more about your personal data rights at the Information Commissioners Office Website, or contact them on 0303 123 1113 or by post at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.