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Service Area: Corporate Finance
Work Area: Purchase ledger
Contact Details: Mr A Southcombe (Finance Manager Corporate Finance 01443 863214)
Privacy Notice Name: Corporate Finance purchase ledger
Description of Privacy Notice: This Privacy notice will explain how we use your information in order to administrate your supplier account in respect of orders and payment processing.

How we will use your information

Your Obligations

You have an obligation to provide the information requested

You need to provide us with information to enable us to process orders, set up contracts and administer payments, calculate VAT and any other taxes due. We need you to provide the name of your business, other trading names (if any), your business addresses and the addresses of your accounting department (if any), your bank account information if you require payment by bank transfer, your VAT details, contact details for individuals in your accounting and sales order processing and invoicing sections, details of any CIS registration. If you are a sole trader or small partnership or a small limited company you will be required to provide information for us to undertake an assessment of your tax status. This will require your name, names of partners, directors or shareholders, dates of birth NI numbers and gender.

We need your personal information in relation to the contract/ potential contracts or order to supply goods, works or services to the Council. We cannot enter into a contract with you without it. We need your details in order to process any payments that will fall due to you under those contacts.

Consequences of not providing the information requested

If you do not supply your details we will be unable to enter into any contracts with you to supply the council with any goods, works or services. We will be unable to send you orders, correspond with you or make payment to you.

Purpose and legal basis for using your information

Purpose of processing

We need your details so that we can assess your suitability to supply goods and services in line with the Council's Rules of Procedure and consequently enter into contractual relationships with you and ultimately pay for the goods and services provided.

They need your information to contact you to administer your account, raise orders for goods and services, resolve queries and process payments.

Legal basis for processing

There is a contractual obligation to process your information detailed below:

We will be entering into a contractual relationship with you as a supplier of goods or services to the council.

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016, a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

1b. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

Who will have access to your information

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones
Corporate Information Governance Manager / Data Protection Officer
Email: dataprotection@caerphilly.gov.uk
Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact the Service Area for further information.

Details of main users of your information

The Procurement section who may be involved in the award of contracts, the sections and other service areas who are contracting with you or placing orders for the supply of goods and services, and the corporate finance section will use your information.

Once your record has been set up within the payments and ordering system all service areas are able to access it in order to raise orders and process payments

Details of any sharing of your information

We have a duty to protect the public funds we administer and to prevent fraud. We may also need to verify the accuracy of your information and we may share or verify your information with others for this purpose, including:

- other public bodies such as HMRC in order to comply with VAT and other regulations such as CIS tax and IR 35.
- HMRC reviews or inspectors undertaking any reviews or investigations

- other service areas within Caerphilly county borough council and within our purchase ledger records to prevent and detect incorrect or duplicated payments or supplier records and protect public funds from error.
- Internal audit section
- data matching with other public bodies as part of the National Fraud initiative (NFI)
- our external auditors who verify details presented within our annual financial accounts.
- Our external taxation advisors who issue specific advice and guidance from time to time in respect of individual circumstances in relation to specific suppliers.

Requests for information

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

How long will we retain your information

Details of retention period

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice.

We retain transaction and supplier account records for a period of 6 years unless these are in relation to expenditure incurred in relation to specific grant schemes where longer retention periods are proscribed by the grant funding body. These are determined on an individual basis.

Your Rights (Inc Complaints Procedure)

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Your rights under the Data Protection

Data Protection gives data subjects (those who the information is about) a number of rights:

- The right of subject access – Application forms for this process are available on our website: [SAR Form](#)
- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: www.ico.org.uk.

To enact your rights please contact the service area detailed on the top of this form.

Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints