

## Corporate Services Privacy Notice

The Corporate Services Team deliver the following services to individuals:

- Revenues and Benefits
- Finance
- Legal
- HR
- Internal Audit
- Corporate communications
- Customer services
- Elections
- Committee Services
- Planning Policy

In order for us to provide you with these services some of your personal information may need to be collected by the Council. This information may also be shared with other agencies. The privacy notice below highlights the information we may collect dependant on the service you have requested, who this information may be shared with and the basis on which we are using to process your information.

<b>Service Area</b>	<b>Information we may collect</b>	<b>Agencies we may share the information with</b>	<b>Legal Basis for processing information</b>
Revenues and Benefits	Contact details, date of birth, proof of identity, proof of address, national insurance number, ethnicity, employment information, medical information, financial information, details regarding criminal / anti-social behaviour	Other public bodies, National Fraud Initiative, Capita (Local Government Services), TelSolutions, debt recovery agencies, departments within the Council	Legal Obligation Public Task
Finance	Contact details and financial details which will include: payments from, payments to, services provided, services procured, credit/debit card details, bank account details. Credit checks, information relating to the debt recovery process, court	External audit, National Fraud Initiative, Capita (Local Government Services)	Legal Obligation

	summons, CCJs, bankruptcy details		
Legal	Names, addresses and contact details. Mainly of companies, but may include named contact. Amount of rent paid for commercial premises, but will include sole traders/ individuals, mortgage arrears letters and mortgage application forms	Basingstoke and Deane Borough Council Shared Legal Services	Contract
HR	Categories of Personal Data include:- Contact Details, Date of Birth, Qualifications, Employment History, Health and Medical Information, 121 and Performance Reviews, Disciplinary and Grievance Information, Annual Leave and Sick Leave details, Gender, Religion, Sexual Orientation, Disability, Ethnicity, Marital Status, Nationality and Right to work/permit. Next of Kin and Reference Information	<p>Within the Council: Requests under information rights and data protection legislation, Members of the HR and recruitment teams, managers and IT staff.</p> <p>Outside the Council: Requests under information rights and data protection legislation, Capita HR, Referral Services, Other public bodies, Disclosure and Barring Service, government, police, regulators or law enforcement agencies where required by law</p>	<p>Legal Obligation</p> <p>Legitimate Interests</p>
Internal Audit	Internal Audit may view personal information but will not collect.	External Audit	Public Task

Corporate Communications	Contact details	For Consent, only those you have given consent for	Public Task, or consent for optional services
Customer Services	Contact details	Other public bodies, housing associations	Legitimate Interests
Elections	Please see <a href="http://www.hart.gov.uk/elections/help-advice">www.hart.gov.uk/elections/help-advice</a> for details of the elections service's privacy notice		
Committee Services	Contact details, Live streamed images	Councillors, Parish Council, Ombudsman, Trading Standards, YouTube	Public Task
Planning Policy	Contact details, Job title, Organisation	Planning Inspectorate	Public Task, Consent

You can find out more [information on your individual rights here](#).

You can find our [retention policy here](#).