

# **Lancashire Fire and Rescue Service**

## **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.

This information is used to enable the performance of a contract whereby we have agreed to pay for goods or services. The payment will be made by BACS transfer

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 Lancashire Fire and Rescue Service 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

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

## **Lawful basis for processing**

Your information is processed to meet the legal requirements of Section 112 of the Local Government Finance Act 1988.

## **General Data Protection Regulation**

The condition for processing under the GDPR will be:

- **Article 6(1)(b) of the GDPR** the processing is necessary for the performance of a contract to which the data subject is a party; or, in order to take steps at the request of the data subject with a view to entering into a contract.
- **Article 6(1)(c) of the GDPR** the processing is necessary for the compliance with any legal obligation to which the controller is subject.

## **Automated decision making, including profiling**

When Lancashire Fire and Rescue Service process your information, irrespective of whether you are a creditor or debtor we will not process it using a system that will make an automatic decision on your eligibility.

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

### **Creditors**

Invoices for goods/services are sent to the team responsible for the budget which will be used to pay. It may also be seen by admin staff who have responsibility for providing budget support to that section and by our Finance Department.

Our Accounts Payable function is provided by Lancashire County Council.

The system used by the Account Payable Department is provided by Oracle Financials. We use a UK bank to process payments so they will also have access to this information.

Details of payments made to creditors are published on the Lancashire Fire and Rescue Service website. You can find out more about this on our website on the link below:

[Click Here](#)

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:

[Click Here](#)

### **Debtors**

Information about debtors is held in Oracle Financials which can be accessed by members of our Finance Department for administration purposes.

The system cannot be accessed by other members of staff.

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

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

For the electronic records we are currently working with system suppliers to make sure that systems we use are able to delete your details in line with our retention policy.

## **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, see below.

### **Your Rights**

In certain circumstances the Data Protection Act 2018 will provide you with various rights regarding your personal information, such as the right to;

- Request sight of the information that we are holding on you
- Request the rectification of any inaccurate personal data
- Request erasure of personal data
- Request restriction of processing
- Object to the processing of your data
- Data portability
- Lodge a complaint with the Information Commissioner's Office
- Request to withdraw consent where the processing is based on consent

To find out more about your rights [click here](#).

## Contact Us

If you have any concerns or would like to discuss how we use your information, please contact the Knowledge and Information Officer via:

Knowledge and Information Officer (Info Governance)  
Service Development Department  
Lancashire Fire and Rescue Service  
Fire Service HQ  
Garstang Road  
Fulwood  
Preston  
PR2 3LH  
Email: [infogov@lancsfirerescue.org.uk](mailto:infogov@lancsfirerescue.org.uk)  
Telephone: 01772 866907

You can also contact the Information Commissioner's Office for further guidance or to lodge a complaint at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)  
Telephone: 0303 123 1113

## Changes to this privacy notice

We keep this privacy notice under regular review. It will be reviewed at least once every three years and if appropriate, amended to maintain its relevance with changes to legislation and best practice guidance.

Changes to this privacy notice	
Last review:	14 October 2021
Next review:	14 October 2024