

# Privacy Notice for East Kent Audit Partnership - Internal Audit Services provided to Dover, Thanet, Canterbury, Folkestone & Hythe District Councils, EK Services and East Kent Housing Ltd.

## Service description

Internal audit is an independent appraisal function, which seeks to provide management with assurance on the adequacy of internal controls and of risks to the Council's functions/systems. The East Kent Audit Partnership is a shared service which carries out audit reviews, which are scheduled through a risk based work programme and investigations. Internal Audit has the authority to review any documents held or processed by each of the partner Councils, EK Services and East Kent Housing used to perform its duty.

## Processing activity

In order to provide internal audit services to each Council within the partnership, it is necessary for the East Kent Audit Partnership to collect and hold samples of data for audit testing and obtain data as part of investigations, which may include personal information about you. The information collected and held will vary and depend on the nature of the service, and the internal controls that are being tested or the investigation carried out. We will potentially process personal information relating to:

- Any services you may have used that has processed personal information to provide a service to you; or
- Information collated to form part of an investigation.

## Information requirements

This information may include the following information from you and any other person in your household:

- Name
- Date of birth
- Email address
- Employer details
- Expenditure details
- Health information
- Address
- Telephone number
- National Insurance number
- Income details
- Financial details
- Power of attorney details
- Race and Ethnicity
- Credit checks performed
- Trade Union Membership
- Sexual Orientation

## Lawful bases

Our **lawful bases** for processing your personal information are:

- For the performance of a task carried out in the public interest (under the legislation below)
- That is necessary for compliance with a legal obligation to which the partner Councils are subject.

We require the information in order to carry out duties under Section 151 of the Local Government Act 1972 and the Serious Crime Act 2007 (where relevant, to disclose information to prevent fraud).

## Reasons for processing

Some of the information that is collected is classified as special category personal data or personal data

consisting of criminal convictions and offences (including alleged offences). This is processed for exercising specific rights of the partner Councils. We have a Data Protection Policy that sets out how this information will be handled.

## Data Processors

Some of the Councils have outsourced some of their services to either joint arrangements with other local authorities, arm's length partly owned companies, or private sector companies who provide services on its behalf. These organisations collect and use personal information to provide services. We will need to collate your information from these organisations in order to provide an internal audit service to each of the Councils. These are:

### EK Services

A joint administrative arrangement between Dover District Council, Canterbury City Council and Thanet District Council which provides services relating to revenues & benefits, ICT and manages a contract with Civica UK Ltd.

### Civica UK Limited

A private sector company which provides benefit services, income collection services, council tax and business rates administration and collection services and customer contact services to three of the Councils.

### Sopra Steria Limited

A private sector company which provides ICT services to Folkestone & Hythe District Council.

### East Kent Housing Limited

A Registered Company jointly owned by Dover District Council, Canterbury City Council, Folkestone & Hythe District Council and Thanet District Council which manages and provides landlord related services to social housing tenants across each of the districts.

### Veolia UK Limited

A private sector company which provides waste collection services to Dover and Folkestone & Hythe District Councils.

## Data sharing

We may also share your information internally with other Council departments (where it is in your interests to do so) as well as under legal obligations with partner organisations that inspect or handle public funds, to prevent and detect fraud and error including:

- Other councils
- Government departments such as HM Revenue and Customs, the Department for Work and Pensions, and the Cabinet Office (as part of the National Fraud Initiative)
- National Audit Office
- Police
- Health and social care organisations
- NAFN (National Anti-Fraud Network)

We may also rely on a number of **exemptions**, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with information about the sharing. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

## Retention

We **keep** your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept for one year from the date of the file closure unless exceptional circumstances require longer retention e.g. a pending court case. All information will be held securely and disposed of confidentially.

Please refer to our Corporate Privacy Notice at <http://www.dover.gov.uk/privacy> for further details of how we process your personal information and your rights. This is also available in other formats (e.g. print).