



**WOKINGHAM  
BOROUGH COUNCIL**

## **Privacy Notice Shared Audit and Investigation Service**

This notice, in conjunction with Wokingham Borough Councils overarching privacy statement, explains when as a service we collect personal information, what we use your data for, who has access, who we share it with, and what your rights are.

### **Who are we?**

Shared Audit and Investigations  
Governance and Improvement Services,  
Wokingham Borough Council,  
Shute End,  
Wokingham,  
Berkshire,  
RG40 1BN

### **What is the lawful basis for processing the information?**

The lawful basis for processing your information is necessary for the compliance of a legal obligation, as specified by the following legislation:

#### Principal Regulations:

- Local Government Act 1972
- Section 151 of the Local Government Act 1972(d) (financial administration)
- Police and Criminal Evidence Act 1984
- Local Government Finance Act 1988
- Local Government Finance Act 1992
- Council Tax (Administration and Enforcement) Regulations 1992
- Criminal Procedure and Investigation Act 1996
- Human Rights Act 1998 – sections 6 and 8
- Civil Procedure Rules 1999
- Regulation of Investigatory Powers Act 2000
- Fraud Act 2006
- Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013
- Prevention of Social Housing Fraud Act 2013
- Accounts and Audit Regulations 2015

#### Historical Regulations:

- Social Security Administration Act 1992
- Social Security Fraud Act 2001

### **How do we collect information from you?**

Information is collected from you as the service user via online web forms, hard copy documents, e-mail, by telephone or through face-to-face discussion. This information will be collected from either you directly as the data subject, or from third parties such as financial institutions, energy providers, employers, or by an authorised external agency providing data for matching purposes.

## **What type of information is collected from you?**

The Shared Audit and Investigations service collects and processes a range of information about you. To enable the service to carry out its legislative functions, we will collect the following information: Surname, Forename, Title, Age, Address, Postcode, E-mail, Phone number. We may collect National Insurance number, Household composition, Wage information, Pension data, Statutory employment benefits, Housing and rent details, Financial information, Personal reports from health professionals, References and educational qualifications, and Disciplinary documentation.

You will be informed of any other data we collect, that is not listed above, orally or through email at the time of collection of the data.

## **How do we use the information you have provided?**

All information provided is used by Shared Audit and Investigations for the purposes of investigating cases of fraud, and suspected fraud, against the Council; and the purpose of verifying referral and case status before proceeding with any internal audits.

## **Who has access to the information about you?**

Your information is managed by staff employed in the Shared Audit and Investigations. Your information may also be shared with officers from other service areas for assistance with these matters. All personal data is stored securely; we have in place security which are intended to ensure, as far as possible, the security and integrity of all personally identifiable information.

Your data is stored securely on our systems and accessed only by authorised officers of Wokingham Borough Council by using their own Username and Password all created in-line with pre-defined user credentials. Personal data is also held in electronic files on the Councils network drives. These are only accessible through personal logon credentials and access privileges to specific drives.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our sites, any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access, and any exchanges of information carried out once we are in receipt of your data will be done securely.

Any personal data held in paper format is held in lockable filing storage, and accessed only by authorised officers, as is data held on audio or CD/DVD media. Data may be stored in paper form and is always secured in lockable cabinets when not in use. Access to Council sites is also secure requiring a person electronic pass (lanyard) to access staff only areas.

## **Who we may share your information with?**

When contacting the Shared Audit and Investigations to report a suspected case of fraud for investigating, your information may be shared with other Council staff to the extent required to investigate the matter. We may also share data with third party partners for verification purposes.

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality, and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

To ensure that information is held continued to be held securely and that accuracy is maintained, there will also be instances where our system suppliers will need to access

individuals personal information. This will be on a strict need to know basis and all contracts have confidentiality clauses built in.

The Council will not transfer your information to countries outside the European Economic Area (EEA) unless this is necessary, and only to countries which have sufficient safeguards in place to protect information.

Information will be shared internally if required for better performance and efficiency of Council services and the welfare of individuals.

Wokingham Borough Council may also share personal information with the police and other local authorities under Article 23 of the General Data Protection Regulations in order to prevent or detect crime.

### **How long do we store your information?**

The duration that the Council will hold information, and what happens at the end of that period, are as described within the Councils corporate retention schedule available on our website: [www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/privacy-statement](http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/privacy-statement)

### **Does the service utilise automated decision-making?**

The Shared Audit and Investigation Service does not utilise automated decision-making in its services.