

Fraud Prevention Fair Processing Notice

This notice is to tell you about why we need your information and how we will handle it. This notice is for

Reporting Fraud Concerns

What Information will we process?

Individuals reporting fraud concerns have the option to not provide their personal information. In the event that you provide this to us we will collect: your name, email address and telephone number.

The form will also collect details of individual(s) as the subject of the fraud concerns. This will include: name, address, job title, line manager and details of the alleged fraudulent activities.

Why do we need this?

We need this information to receive and investigate referrals of fraudulent and other criminal activity. It will include referrals from members of staff, members of the public, contractors, other local authorities.

Why are we allowed to process your information?

Data protection law allows us to process your information within certain conditions. In this case we are using our official authority or performance of a public task as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because of substantial public interest.

Who will we share this with?

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. When it is necessary, we may disclose your personal information to the following organisations:

- Other local authorities
- Other enforcers or regulators, such as HMRC, and Department of Work and Pensions
- Other local authority departments within the Council
- Government Departments/agencies
- Police
- Judicial agencies – courts, bailiffs, lawyers and the Crown Prosecution Service
- Witnesses, including expert witnesses.

How will we keep it secure?

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK.

How long will we keep it for?

We will only keep this information for as long as necessary or as the law requires. For this service that would normally be ten years.

What if something changes?

If the information you provided changes or your circumstances change, please contact Internal Audit: fraud@leics.gov.uk. If we need to change something like who we want to share this information with, we will contact you to let you know.

What are your rights?

You may request to see a copy of the personal information we hold about you. The law also provides you with other rights regarding your information including some around; correction of inaccurate data, objection to processing, moving your information to somewhere else, and in some cases, getting your information deleted.

If you are unhappy with the way your data is being handled or if you need to contact Leicestershire County Council's Data Protection Officer, please contact the Information Governance Team: informationgovernance@leics.gov.uk

If you are not satisfied with any response you may receive from us based on a complaint or concern about your personal information, you then have the option of contacting the Information Commissioners Office to take that complaint further. The Information Commissioners Office does like to see that you have raised a complaint with the Council first and received a response before contacting them. If you do wish to contact them, the address details can be found below:

The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Website: www.ico.org.uk

Email: casework@ico.org.uk
