

## **Privacy Notice (How we use your information)**

### **Audit & Insurance**

**Internal Audit is an independent function whose primary objective is to provide assurance to the Council on its risk management, control, fraud and governance processes.**

**The Insurance Team arranges the Council's insurances and manages insurance claims from the public, employees and clients.**

### **The categories of information that we collect, process, hold and share include:**

- Personal information (such as name, date of birth and address)
- Characteristics (such as gender, ethnicity and disability)
- Employment information (such as national insurance number, details of employer, salary details, employment dates, sickness records)
- Private vehicle details
- Records arising out of claims made against the Council's insurance policies
- Medical records and reports
- Written statements of interviews conducted
- Other information gathered during the course of an investigation

### **Why we collect and hold this information**

We use this personal data in order to:

- Process insurance claims involving the Local Authority
- Underwrite the Council's self-insured policies
- Provide information required by the Council's insurers (all of whom have a privacy notice) whether in relation to claims or for underwriting purposes
- Fulfil legal requirements to provide an internal audit function
- Investigate referrals made under the corporate whistleblowing policy
- Ensure the effectiveness of governance processes
- Facilitate the prevention, deterrence and detection of fraud committed against the Council or the Council's insurers
- Investigate potential irregularities

## **The lawful basis on which we use this information**

We collect and process information about you under

- Article 6(1) (e) performance of a public task.
- Article 9 (2) (f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity

## **Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary.

Internal Audit files are disposed of after 6 years or the next full audit, whichever is sooner, with the exception of a small number of files which the Head of Service has determined should be retained for a longer period.

Insurance files are retained in accordance with the retention schedule. Where appropriate the Council will only retain anonymised data for the purpose of underwriting insurance. It may be necessary to keep other data for longer in order to prevent or detect fraud.

## **Who we share this information with**

Internal Audit may share elements of information with other Council Services and, in the case of investigations, with legal practitioners, tribunals and courts where criminal or civil action is taken against an individual.

Insurance information may be shared with various internal teams relevant to each claim, the Council's appointed claims handlers, claim investigators, insurers, external solicitors, barristers, relevant experts (e.g. accountants, engineers, medical, occupational), loss adjusters, Courts and brokers in order that they can consider all relevant information and reach a decision regarding liability in relation to the claim made. The information you provide may also be checked with fraud prevention agencies and databases including the Claims Underwriting and Exchange Register and the Insurance Fraud Bureau, in order to prevent and detect fraud.

## **Why we share this information**

We share information on a statutory basis in accordance with the Local Government Act 1972 which requires local authorities to make arrangements for the proper administration of their financial affairs.

Other applicable acts and regulations include:

- Accounts and Audit Regulations 2015
- Police and Criminal Evidence Act 1984
- Criminal Procedure and Investigations Act 1996



We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

## **Further information**

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at [www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy)

If you would like further information about this privacy notice, please contact Phil Taylor on 01484 221000.

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at [DPO@kirklees.gov.uk](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.