

## **Kent Fire and Rescue Service – financial transactions**

This notice is one of a set which explain what data we collect, store and process to provide our services to customers. It also sets out the legal basis we are using for collecting the data stated.

It should be read alongside our overall [privacy notice](#) and the **breach process**, which sets out what we will do should any data we collect be lost or misused.

### **What data does this notice cover?**

This notice covers the processes in place around financial transactions where this involves personal and identifiable data.

### **Our legal basis**

Under the Proceeds of Crime Act 2002 (as amended by the Serious Organised Crime and Police Act 2005), the Terrorism Act 2000 (as amended by the Anti-Terrorism, Crime and Security Act 2001) and the Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017, we have a **legal** obligation to put in place processes to reduce the ability of anyone that works for us to commit fraud, money laundering or other forms of corruption, including bribery.

When an allegation is made we will collect relevant information from systems and conduct an investigation, and where necessary pass the data to enforcement agencies as appropriate.

Although rare, it is possible that staff may, in the course of their employment with us, form a debt to the Authority. Where this occurs we have a legal obligation to record this, and if written off, declare it in our accounts.

### **What type of data is collected?**

Under our **legal** obligations under the Local Government Finance Act 20xx, Debt information will include

- Name, role, gender, payroll details

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- Name, home address, role, payroll details.

### **Who might we share your data with?**

Data will be shared with the National Crime Agency in relation anti-fraud and corruption investigations.

**Where is the data stored?**

Data is stored within our document management system and is protected by information right management, limiting those who can access it to relevant staff.

**How long will we hold your data for?**

Details of investigations or debts are held for a maximum of seven years

**What are my rights?**

You have the right of access to any data we hold which identifies you. You can ask to see it by making a subject access request. Guidance for making a request is available [here](#). We do not charge for making a subject access request.

If you want to amend any data we hold about you, or query why we hold it, please email [dataprotection@kent.fire-uk.org](mailto:dataprotection@kent.fire-uk.org) or [contact us](#).