

## **Privacy Notice – Payments**

### **1. Data Controller**

#### **1.1. The Data Controller is:**

Public Prosecution Service, 93 Chichester Street, Belfast BT1 3JR

The Data Protection Officer for PPS can also be contacted by email ([dpo@ppsni.gov.uk](mailto:dpo@ppsni.gov.uk)) or telephone (028 9089 7100).

### **2. Why are you processing my personal information?**

- 2.1. We are processing your data for the purpose of making a payment to you. This is because you have invoiced the PPS following the provision of goods or services.
- 2.2. This processing of this data is consistent with the statutory purpose of the PPS as set out in Sections 29-39 of the Justice (Northern Ireland) Act 2002.
- 2.3. In addition, this processing is consistent with the purpose set out in Article 6, 1. (b) of the General Data Protection Regulation: “necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract”.

### **3. What categories of personal data are you processing?**

- 3.1. The exact nature of the data processed about you will depend on services provided, but is likely to include:
  - identifying data such as name, address, date of birth
  - financial details including bank account numbers
  - employment details

### **4. Where do you get my personal data from?**

- 4.1. PPS data used in the processing of payments comes from you as the supplier of goods or services. This is either collected directly from you by PPS or may be obtained from Account NI if you are registered with Account NI as a supplier.

### **5. Do you share my personal data with anyone else?**

- 5.1. PPS shares your data with Account NI. This is because all PPS payments are processed by Account NI and is necessary for PPS to fulfil its contractual obligations to you.

5.2. The PPS may share your data with the Northern Ireland Audit Office to carry out data-matching exercises for the purpose of assisting in the prevention and detection of fraud. The powers are contained in Articles 4A to 4H of the Audit and Accountability (Northern Ireland) Order 2003. We do not require your consent to share this data.

5.3. In the event of any fraud investigation into the PPS or any of its suppliers we may share your data with investigatory authorities such as the Police Service Northern Ireland, Serious Fraud Office and National Crime Agency. Under Part 3 of the Data Protection Act 2018, we do not require your consent to share this data, nor do we have to inform you if this might prejudice the prevention, detection, investigation or prosecution of criminal offences.

## **6. Do you transfer my personal data to other countries?**

6.1. The PPS does not store your data outside the UK. However other agencies which the PPS shares data with may do so in line with their own policies and procedures.

## **7. How long do you keep my personal data?**

7.1. The PPS retains your data for as long as necessary to meet its business needs. In the case of financial records this is 7 years. This is in line with the statutory 6 year period set out in Schedule 11 of the Value Added Tax Act 1994. As is normal financial practice, this is retained for an additional year or 'safety' period to ensure that records are kept for the minimum period beyond the last date beyond which HMRC can launch an enquiry under the Finance Act 2007 - i.e. 12 months after the date of delivery or statutory filing date.

7.2. Further details of retention periods are in the PPS Retention and Disposal Schedule[LINK].

7.3. Data transferred to other agencies is retained in line with their retention and disposal policies.

## **8. What rights do I have?**

8.1. If your data is being processed for law enforcement purposes then your rights are as follows:

- To obtain confirmation that your data is being [processed, and access to your personal data](#). However, the PPS is able to restrict this right to avoid prejudicing the prevention, detection, investigation or prosecution of criminal offences or the execution of criminal penalties;

- To have personal data [rectified if it is inaccurate or incomplete](#)
- To have personal data erased and to prevent processing, [in specific circumstances](#).
- In relation to [automated decision making and profiling](#). However the PPS does not carry out automated decision making.

8.2. If your data is being processed for other purposes then you have the following additional rights:

- To 'block' or suppress processing of personal data, [in specific circumstances](#)
- The right to data portability, [in specific circumstances](#)
- The right to object to the processing, [in specific circumstances](#)

## **9. How do I complain if I am not happy?**

9.1. If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact the PPS Data Protection Officer (contact details as shown in paragraph 01.

9.2. If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

<https://ico.org.uk/global/contact-us/>