

# Online payments privacy notice

You will be asked to enter your name, contact details, any reference number etc. as part of our online payment forms – this is classed as your personal data. We will process the data you provide in to ensure that your payment is properly allocated/recorded.

## How we will process your data

The law allows us to process your personal data in order to enter into a contract with you, to provide a service to you, or in the exercise of official authority by us. It also allows us to send service-related messages to you that are in the public interest – such as service delays etc.

## Will we share your data?

The data you provide will automatically be stored in our income management system. Our customer services, finance and specific service teams will have access to the data you provide to deliver the contract/service you have requested, process your payment and respond to any queries you may have.

## How long will we store your data?

Your personal data will be stored by the council for as long as is necessary to deliver you with the contract/service you have requested, and for up to seven years, after which point it will be deleted from our systems.

## Your rights in brief

You have the following rights: a right of access to your information, a right to correct inaccurate information, a right to restrict our processing of your data, a right to have your personal data erased or to object to any processing by us on public interest grounds. If you wish to exercise any of these rights, please contact our customer services team on 01902 696000.

## Who is the data controller?

South Staffordshire Council (Council Offices, Codsall, South Staffordshire, WV8 1PX, [tel:01902 696000](tel:01902696000)) is the data controller.

## Any questions or concerns?

If you any questions, please email our data protection officer at [dpo@sstaffs.gov.uk](mailto:dpo@sstaffs.gov.uk) in the first instance, or if you have concerns about the way we have processed your personal data, please contact the Information Commissioner's Office (ICO).