

## **Finance Services**

### **Who we are and what we do:**

The Finance Team focuses on planning, organizing, auditing, accounting for and controlling GS Plus & GSS finances, including the raising of invoices to clients.

### **Why we need your information and how we use it:**

We collect personal data and this will be used to undertake the following;

- To provide you with the appropriate services;
- Help us develop and improve our services;
- Complete statistical return to Government departments;
- To maintain our own accounts and records;

The lawful basis for processing your personal data is set out in Article 6 of the GDPR and is the following;

- ✓ Contract: the processing is necessary for a contract we have with yourself.

### **What type of information is collected from you:**

In order to effectively and efficiently provide the service to you the following information is collected:

- name
- address
- email address
- contact number
- financial details ie bank account details

### **Whom your information may be shared with (internally and externally):**

Your data may be shared with the following:

- internal departments
- External auditors
- HMRC
- Greenwich Service Solutions Limited
- Royal Borough of Greenwich
- Other third-party organisations, as allowed by law i.e UK immigration services
- Other partner agencies that provide services on our behalf

- Agencies with whom we have a duty to co-operate, such as police

**How long we keep your information (Retention policy):**

Personal data will not be retained for longer than necessary in relation to the purposes for which they were collected i.e 7 years (6 years + current year) for regulatory purposes.