

Fair Processing Notice Level 2 – Condensed Text

The Highways Agency has a duty to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud.

The Audit Commission is responsible for carrying out data matching exercises across local authorities. The Serious Crime Act 2007 gives the Audit Commission new statutory powers to conduct data matching exercises by inserting a new Part 2A into the Audit Commission Act 1998. This enables Government Departments and other bodies to participate, on a voluntary basis, in the National Fraud Initiative. It does not require the consent of the individuals concerned under the Data Protection Act 1998.

Data matching involves comparing computer records held by one body against other computer records held by the same or another body to see how far they match. This is usually personal information. Computerised data matching allows potentially fraudulent claims and payments to be identified. Where a match is found it may indicate that there is an inconsistency which requires further investigation. No assumption can be made as to whether there is fraud, error or other explanation until an investigation is carried out.

Data matching by the Audit Commission is subject to a Code of Practice. This may be found at [NFI Data Matching Code of Conduct](#)

The Highways Agency has decided to participate in 2014/15 exercise and will be providing the following data sets:

- Payroll (key payroll data and personal identifiers such as contact details)
- Trade Creditors Standing Data
- Trade Creditors Payment History

Details of each data set we are providing for the matching exercise are set out in the Audit Commission's guidance, which can be found at [NFI Data Specifications](#).

All data transfers will be undertaken in accordance with HA policy for the transfer of "Protected" data.

All data stored electronically by the Commission or any firm undertaking data matching as its agent will be held on a secure, password protected computer system maintained in a secure environment.

Data matches will be provided only to other participating organisations as necessary via the Audit Commission's secure web site. These matches will be available for a reasonable time to allow follow up by participants after which they will be destroyed and rendered irrecoverable.

All original data transferred by the Highways Agency to the Audit Commission will be destroyed and rendered irrecoverable by the Audit Commission within six months of submission. Subject to what is said below, all data that are derived or produced from that original data, including data held by any firm undertaking data matching as the Commission's agent, will be destroyed and rendered irrecoverable within three months of the conclusion of the exercise.

A single set of reference codes for previous matches, together with any comments made by **participants'** investigators, will be retained securely offline by the Commission for as long as they are relevant. This is solely for the purpose of preventing unnecessary reinvestigation of previous matches in any subsequent data matching exercise.

For further information on the Audit Commission's legal powers and the reasons why it matches particular information, see [NFI Fair Processing](#). For further information on data matching at the Highways Agency contact:

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