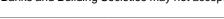




# Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form including the Official Use Box using black ink and send it to:	Originator's Identification No. 9 7 3 2 3 6
South Norfolk Council The Horizon Centre	FOR SOUTH NORFOLK COUNCIL USE ONLY This is not part of the instruction to your Bank or Building Society
Peachman Way	Invoice ref no.
Norwich	
NR7 0WF	Frequency of payments
1. Name(s) of Account Holder(s)	
	Your Name & Address:
2. Bank/Building Society account number	
3. Bank Sort Code	
4. Name and full postal address of your Bank or Building Society	5. Instruction to your Bank or Building Society
To: Manager Bank/Building Society	Please pay SOUTH NORFOLK COUNCIL Direct Debits from the account detailed in this instruction subject to the safeguards
Address	assured by The Direct Debit Guarantee. I understand that the instruction will remain with South Norfolk Council until such time
	that the instruction is cancelled. Details will be passed electronically to my Bank/Building Society.
	Our Financial Services privacy statement can be seen overleaf.
Postcode	Signature(s)
Petersona Number - Places leave blank	
Reference Number – Please leave blank	
0	Date
Darley and Difference of the Control	and Published a viscos for a constraint of
Banks and Building Societies may not accept Dire	ect Debit Instructions for some types of account



## The Direct Debit Guarantee

This guarantee should be detached and retained by the Payer.



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit South Norfolk Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request South Norfolk Council to collect a payment, confirmation of the amount and date will be given to you at the time of
- If an error is made in the payment of your Direct Debit, by South Norfolk Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when South Norfolk Council asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

## **Privacy Notice – Financial Services**

South Norfolk Council takes your privacy very seriously. Under data protection legislation we lawfully process your personal information as a public authority.

### What we do with your data?

We need some personal information so we can send accurate invoices to customers and payments to suppliers. We will keep your data in accordance with our Data Retention Policy (available on our website).

#### What are your rights?

Under data protection law you have the right to request access to, rectification, restriction or objection to the processing of your personal data, as detailed in our Privacy Policy (available on our website).

You can contact our **Data Protection Officer** at: data.protection@southnorfolkandbroadland.gov.uk. You also have the right to lodge a complaint with the regulator, the Information Commissioners Office (ICO).

### What are the consequences of not providing data?

If data is not provided we may be unable to send accurate invoices or make payments to you for services that you've provided.

#### Data sharing

To comply with the Local Government Transparency Code 2015, we publish our spending data that exceeds £250.00. Personal data, relating to an individual, sole trader or partnership is redacted.