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| **Delayed Office Opening for Employee Training**  This office will be closed from 8.45 am - 11.00 am on the first Thursday of each month. |  | **Strategic Planning, People and Performance**  Strategic Lead – Greg Boland  2 High Street, Perth, PH1 5PH  Tel 01738 475000 [www.pkc.gov.uk](http://www.pkc.gov.uk)  Contact Leighanne Byrne  Email [LByrne@pkc.gov.uk](mailto:LByrne@pkc.gov.uk) | | |
| Our ref | LB/NFI |
| Your ref |  |
| Date | November 2024 |

Dear Employee

**National Fraud Initiative**

The National Fraud Initiative (NFI) matches electronic data within and between participating bodies. Perth & Kinross Council is required by law to take part in this exercise. We will share information provided to us with other bodies responsible for auditing or administrating public funds in order to prevent and detect fraud. The actual data matching will be carried out by the Cabinet Office.

We share key payroll data to enable comparison with information provided by other public bodies. Where a match is found, it indicates that there may be an inconsistency that requires further investigation. This will ensure, for example, that occupational pension income is being declared when housing benefit is applied for. As well as discovering fraud, NFI might uncover underpayments or errors, which can then be put right. These exercises help promote the best use of public funds.

Further information is available on our website at: <http://www.pkc.gov.uk/dataprotection>. If you have any questions or cannot access the website, contact our Data Protection Officer on (01738) 475444 or email [dataprotection@pkc.gov.uk](mailto:dataprotection@pkc.gov.uk).

One of the most common data matches from NFI is where some of our employees have other sources of income. Your attention is drawn to: the Council’s **Other Work/Business Activity Request Form** to engage in other work (paid, unpaid or otherwise rewarded); the need to declare a third party or business activity; and the requirement for **prior written approval**. The form can be found in **MyView in Questionnaires/Forms**, once complete it will automatically be forwarded on to your line manager.

Please also be aware that we may use payroll data to match against any outstanding debts owed to the Council.

Yours faithfully

**Christeen Tully**

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HR Team Leader