

# Council Tax

## Privacy Notice (How we use your information)

**The categories of information that we collect, process, hold and share include:**

- personal information (such as name, address and contact information)
- household make-up (where required, such as number in household)
- medical information & details of disabilities
- financial information (such as income, benefits, bank and savings account details, credit/debit card payments for debt recovery)
- other personal information that will vary on a case by case basis to enable us to undertake payment arrangements

## Why we collect and use this information

We use your data to:

- enable us to carry out specific functions for which we are responsible
- enable us to assess your liability for Council Tax
- derive statistics which inform decisions such as collection rates
- take any necessary enforcement action
- provide statistics to Kent County Council and Government departments e.g. Ministry of Housing, Communities & Local Government

## The lawful basis on which we use this information

We collect and use this information for the purposes of carrying out our statutory functions under the Local Government Finance Act 1992 and the Council Tax (Administration and Enforcement) Regulations 1992.

## Collecting this information

The information you provide to us is mandatory to perform our statutory functions.

## Storing this information

We hold your data for up to six years (Magistrates' Court liability order hearing lists may be retained longer for enforcement purposes)

## Who we share this information with

We routinely share information with:

- Our Revenues & Benefits contractor Northgate Public Services and any agency staff
- With other departments within the Council such as Benefits, Housing, Customer Services, Internal Audit, Fraud Team

- Ministry of Housing, Communities & Local Government
- External auditors
- Enforcement Agents (as appropriate)
- External Solicitors (as appropriate)
- Valuation Office Agency
- Credit reference agencies
- The Cabinet Office as part of the National Fraud Initiative

## Why we share this information

We share data with Ministry of Housing, Communities & Local Government on a statutory basis under Local Government Finance Act 1992 and the Council Tax (Administration and Enforcement) Regulations 1992. This data sharing enables Housing, Communities & Local Government to ensure Local Authorities are undertaking their statutory duties, and it also enables us to inform and plan resourcing activities.

We share data with Enforcement Agents and Solicitors on a statutory basis under the Council Tax (Administration and Enforcement) Regulations 1992 to enable them to recover unpaid Council Tax on our behalf.

We share data internally and with credit reference agencies in order to protect public funds and to prevent and detect any fraudulent activity.

We share data with the Cabinet Office as we are required to by law for the purpose of assisting the prevention and detection of fraud.

## Data collection requirements

To find out more about the data collection requirements placed on us by the Ministry of Housing, Communities & Local Government go to to [www.gov.uk](http://www.gov.uk).

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about them that we hold. To make a request for your personal information please contact Adrian Stanfield, the Council's Data Protection Officer at [foi@tmbc.gov.uk](mailto:foi@tmbc.gov.uk).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Further information**

If you would like further information about this privacy notice, please contact Adrian Stanfield, the Council's Data Protection Officer at [foi@tmbc.gov.uk](mailto:foi@tmbc.gov.uk).

The Council collects and uses personal information for a number of purposes across all of its departments and functions. To find out more about how the Council uses the personal information it collects, please refer to the Corporate Privacy Notice <https://www.tmbc.gov.uk/privacy-notice>.