

## **Business Rates**

### **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 of the Business and the owners)
- Financial information (such as bank account details, credit/debit card payments for debt recovery)

### **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 Business Rates including the award of reliefs or exemptions
- derive statistics which inform decisions such as collection rates
- take any necessary enforcement action
- provide statistics to other Local Authorities in Kent and Government departments e.g. Ministry of Housing, Communities & Local Government,
- inform and plan resourcing activities

### **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 1988 and the Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989.

### **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 agency staff
- With other departments within the Council such as Customer Services, Internal Audit, Fraud Team,
- With other Local Authorities

- Ministry of Housing, Communities & Local Government
- External auditors
- Enforcement Agents (as appropriate)
- External Solicitors (as appropriate)
- Valuation Office Agency
- 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 the Local Government Finance Act 1988 and the Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989. 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 Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989 to enable them to recover unpaid Business Rates on our behalf.

We share data 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>.