**Business Rates – Privacy Notice**

**The reasons why we process your data:**

* Enable us to assess your liability to business rates including the award of reliefs or exemptions
* Issue Business Rates bills, adjustments, and other appropriate documentation
* Payment enquiries
* Billing enquiries
* Updating accounts
* Prevent and detect fraud – National Fraud Initiatives
* Derive statistics which inform both local and central Government on business rates
* Comply with legislation

**How we collect your data:**

* Emails
* In person
* Letters
* Telephone Calls
* Online

We may also receive data from third parties with respect to administering business rates such as landlords, letting agencies and other government departments

**The lawful basis for processing your data:**

* Legal obligation - Local Government Finance Act 1988 and the Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989
* Public task

**The type of personal data we process:**

* Name and/or business name
* Address – current, registered and previous
* Email Address
* Telephone Number
* Date of birth
* Payment details
* Details of occupancy, lease or freehold interest in property
* Other relevant information to process an application for rate relief where appropriate
* Information about others, such as agents who act on your behalf
* Financial information such as bank account details

**Special (Sensitive) category data:**

Non- applicable

**Lawful Basis for Processing Special Categories of Personal Data:**

Non-applicable

**Processing of personal data relating to criminal convictions and offences:**

Criminal offence data will be processed under additional conditions within schedule 1, Part 3 of The Data Protection Act 2018, Paragraph 36 - extension of substantial public interest

**Sharing your data:**

* Capita (as Data Processor)
* Other Council Departments
* Other Local Authorities
* Central Government
* HMRC
* Enforcement Agents and tracing agencies
* Courts and Tribunals
* Valuation Office Agency (VOA)

National Fraud Initiative

* The Police
* Citizens Advice Bureau
* External auditors
* Local Government Ombudsman

**Automated decision making :**

Non-Applicable

**How long we keep your data:**

We will retain certain data for as long as is required for the accurate billing, collection and enforcement of NNDR. In most cases this will exceed 6 years.