**Council Tax – Privacy Notice**

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

* Enable us to assess your liability to council tax including the award of any discount, disregard, reduction or exemption
* Issue Council Tax bill, 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 council tax
* Comply with legislation

**How we collect your data:**

* Emails
* In person
* Letters
* Telephone Calls
* Online
* Via the national ‘Tell Us Once’ scheme.

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

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

Legal obligation - The Local Government Finance Act 1992, The Council Tax (Administration and Enforcement) Regulations 1992 and Debt Respite Scheme (Breathing Space Moratorium and Mental Health Crisis Moratorium) (England and Wales) Regulations 2020.

Public task

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

* Name
* Address
* Email Address
* Telephone Number
* Date of birth
* National Insurance Number
* Financial Information
* Payment details
* Family composition and personal circumstances
* Employment details
* Details of occupancy, lease or freehold interest in property
* Other relevant information to process an application for discount or exemption where appropriate
* Office for National Statistics (ONS)
* Telsolutions (text messaging reminder service provider)

**Special (Sensitive) category data:**

Health (mental and physical)

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

Substantial public interest

**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
* Citizens Advice Bureau
* Other Local Authorities
* Central Government
* HMRC
* DWP
* Enforcement Agents and tracing agencies
* Courts and Tribunals
* Office for National Statistics (ONS)
* Valuation Office Agency (VOA)
* National Fraud Initiative
* The Police
* External auditors
* Local Government Ombudsman
* Insolvency Practitioners
* Legal representatives
* Housing associations and landlords

**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 Council Tax. In most cases this will exceed 6 years.

6 years from year of collection

Indefinitely for direct debit collection