

Privacy Notice – Council Tax

Your personal information - what we need and why?

Daventry District Council collects and holds information about you, and those in your household to administer and collect Council Tax, including the assessment of your entitlement to benefits, discounts and / or exemptions.

In order to carry out our statutory duty/obligations it is necessary for us to collect personal information from you to include your name, address, contact details and other supporting personal information.

We may also collect personal information in some cases to administer and process the collection of Non Domestic Rates.

Who is processing my data?

All personal data held by the Council is processed in accordance with Data Protection legislation. The Data Controller for the information outlined in this privacy statement is Daventry District Council.

How will we use the information we hold about you?

We will collect information about you for:

- The administration and collection of Council Tax/Non Domestic Rates
- The assessment of your entitlement to benefits
- Where the processing is necessary to comply with legal obligations, for example the prevention or detection of crime including fraud
- The protection of public funds.

What is the basis for us to process your data?

The basis for processing the data is:

- Our legal obligation under the following legislation:
 - Council Tax (Administration and Enforcement) Regulations
 - Local Government Finance Act 1992
 - Welfare Reform Act 2012
 - Localism Act 2011
 - Social Security Contribution & Benefits Act 1992
 - Housing Benefit Regulations 2006
 - Housing Benefit (Persons who have attained the qualifying age for state pension credit) Regulations 2006)
 - Council Tax Support Reduction Scheme
- The prevention / detection of crime, including false representation in accordance with the Fraud Act.

www.daventrydc.gov.uk

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Who we will share your information with

We will only share information with other organisations where it is necessary, either to comply with a legal obligation, or where permitted under Data Protection legislation, for example where sharing is necessary for us to carry out the Council Tax function or if there is a public interest to do so such as the prevention and / or detection of crime. This could include the need to disclose sensitive or confidential information such as medical details to other organisations.

We may share information that is given to us with other organisations that inspect or handle public funds to prevent and detect fraud including:

- Department for Works and Pensions
- HM Revenues and Customs
- National Audit Office
- Office of National Statistics
- Cabinet Office
- The Police
- Other Local Authorities

National Fraud Initiative (NFI)

The Cabinet Office is responsible for the National Fraud Initiative which carries out data matching exercises. Data matching is comparing computer records held by one organisation with other computer records held by the same organisation or a different one. This is usually personal information.

Computerised data matching allows us to identify claims and payments that may be fraudulent. A match means that there is an inconsistency between the sets of records that need investigating.

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Other ways we may use your details

We may also use your customer details within the Council for

- Keeping the electoral register up to date
- Licensing private rented properties
- Collecting debts owed to the Council

This means we may share your information with enforcement agents and / or debt management organisations engaged by us and the courts in relation to outstanding money owed. It may also be necessary to share your information with credit reference agencies to help prevent and detect fraud and to confirm who is resident at an address.

How long do we keep your records?

We will only keep your information for the minimum period necessary. The information outlined in this privacy statement will be kept after all action on your account has finished and the period required by the Council for legal or audit purposes has passed. All information will be held securely and will be securely destroyed when it is no longer required.

What are your rights?

If at any point you believe the information the Council holds is incorrect you may request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

Our Data Protection Officer is Gillian Kennedy and you can contact her by email at dataprotection@daventrydc.gov.uk

How to make a complaint

If you are not satisfied with how we are looking after your information or believe we are processing your personal data not in accordance with the law you can complain to Information Commissioner's Office (ICO) www.ico.org.uk.

All information you provide is held in accordance with our Information Charter and in line with the Data Protection legislation. Our Information Charter can be viewed online here www.daventrydc.gov.uk/informationcharter.

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