

Privacy Notice – Business Rates

Why we collect information about you

We collect and hold information about you and your business to administer and collect Non-Domestic Rates, including the assessment of your entitlement to reliefs and / or exemptions.

We will ask you for your contact information and use this to contact you about your Non-Domestic Rates account.

Who is processing my data?

All personal data held is processed in accordance with the General Data Protection Regulations. The Data Controller / Processor 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 Non-Domestic Rates;
- Where the processing is necessary to comply with legal obligations, for example the prevention or detection of crime including fraud;
- To protect 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:
 - Non-Domestic Rates Regulations
 - Local Government Finance Act 1998
- The prevention / detection of crime, including false representation in accordance with the Fraud Act 2006.

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 the Data Protection Legislation, for example where sharing is necessary for us to carry out the Non-Domestic Rates 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 to other organisations.

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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 Housing, Communities and Local Government
- HM Revenues and Customs
- National Audit Office
- 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 by comparing computer records between public and sector bodies to prevent and detect fraud.

Computerised data matching allows us to identify inconsistencies between the sets of records that need investigating.

Other ways we may use your details

We may also use our customer details within the council for

- Collecting debts owed to the council

We may also share your information with enforcement agents and / or debt management organisations engaged by us and the courts in relation to outstanding money owed.

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.

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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 Data Protection legislation. Our Information Charter can be viewed online here www.daventrydc.gov.uk/informationcharter.



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