

# Data Protection Act 1998 Fair Processing Statement

## What information do we collect about you?

We collect information about you when you register or apply for a Council service. We also collect information when you voluntarily complete customer surveys, provide feedback and participate in competitions. Website usage information is collected using cookies.

## How will we use the information about you?

Personal information which you supply to Dartford Borough Council may be used in a number of ways, for example:

- To make decisions
- For fraud prevention
- For audit and debt collection
- For data matching initiatives
- For the assessment or collection of any tax or duty
- For the apprehension or prosecution of offenders
- For electoral registration purposes
- To assist in other Council statutory functions such as Environmental Health or Planning
- For statistical analysis

We may check and/or share your information with, and receive information about you from other sources within the Council, fraud prevention agencies, HM Revenue and Customs, Courts, Bailiffs, Department of Works and Pensions, UK Border Agency, Audit Commission, other councils and organisations that are legally entitled to check, receive or share the information.

Housing Benefit and/or Council Tax Benefit data may be supplied to Experian (a Credit Reference Agency). Housing Benefit fraud investigations may include checks on undeclared cohabiters.

We may make a search (including making enquiries about principal directors) with a Credit Reference Agency. The Credit Reference Agency will keep a record of that search and may share the information with other businesses.

We will create and maintain computer and/or paper records on you.

## YOUR DECLARATION

I understand the following:

You will use the information I have provided to process my claim for *[e.g. housing benefit, council tax or both]*. You may check some or all of the information with and/or receive information about me from other sources within the Council, fraud prevention agencies, HM Revenue and Customs, Courts, Bailiffs, Department of Works and Pensions, UK Border Agency, and other councils and organisations that are legally entitled to check, receive or share my information

If I give information that is incorrect or incomplete, you may take action against me, including Court action.

I declare that the information I have given on this form is correct and complete.

Name.....

Date.....