

# Privacy Notice for Council Tax (a joint service with Sevenoaks District Council)

We [administer](#) the billing, collection and enforcement of council tax and any reductions or discounts you are entitled to.

**Processing activity** - in order to provide the service, it is necessary for us to collect and hold personal information about you. The information collected and held will vary and depend on the nature of the service. In general terms, we process personal information relating to:

- administration
- billing
- payment(s)
- recovery
- discounts
- exemptions
- data matching
- general correspondence between you and us on matters related to the administration, billing, collection and enforcement of Council Tax
- investigating and if applicable, prosecuting for fraudulent activity

**Information requirements** – our processing activities may include:

- full name
- address including postcode
- date of birth
- telephone number
- email address
- move in date
- move out date
- forwarding address(es)
- local authority(s) details (where you have been identified as living)
- council tax number
- council tax band
- health information
- employer details
- income details
- expenditure details
- financial details
- Power of Attorney details
- additional occupants' details
- liability order(s)
- our on-line payment system (for the recording of your payment only)

**Do you have to provide your information?** - without the information we may charge you the incorrect rate of council tax and you may not receive the benefits, reductions or discounts from council tax which you are entitled to. If we ask you to provide specific information in order to assess the correct amount of council tax payable and you do not provide this information, we may prosecute you. Deliberately providing false information in order to avoid or reduce council tax is also a crime.

**Lawful bases** - our lawful bases for processing your personal information are:

- our legal obligation(s) under the Local Government Finance Act 1992 (as amended) (to levy and collect council tax)
- our legal obligation(s) for the administration of the council tax reduction scheme under S13A and Schedule 1A of the Local Government Finance Act 1992
- our legal obligation(s) for the administration of council tax under the Council Tax (Administration and Enforcement) Regulations 1992 (as amended)

- our legal obligation(s) under the Social Security Administration Act 1992
- our legal obligation(s) under the Statistics and Registration Service Act 2007
- our legal obligation(s) for the administration of council tax under the Local Government Finance Act 2012
- where needed for the performance of a task carried out in the public interest (under the above legislation)
- the exercise of official authority vested in us under the Serious Crime Act 2007 (where needed to disclose information to prevent fraud) and the legislation referred to above

**Reasons for processing** - some of the information that is collected and shared is classified as

- special category personal data;
- criminal convictions and offences (including alleged offences).

This is processed for reasons of substantial public interest under the laws that apply to us (see above) where this helps to meet our broader social obligations such as where it is necessary for us to fulfil our legal obligations and regulatory requirements. We have a Data Protection Policy that sets out how this information will be handled.

**Joint Data Controller**-the administration, billing and collection of council tax is undertaken by us jointly with Sevenoaks District Council under a collaborative partnership arrangement. We decide together all the purposes for using the personal information that we share and we decide together the broad ways in which that personal information will be used.

**Data sharing** - some of the information we hold about you may come from third party sources such as the Department of Work and Pensions and the Electoral Registration Officer. HM Revenue and Customs may also provide information they hold about you to us for the purposes of: determining an application for council tax reduction, reviewing or appealing a determination, preventing or detecting fraud or error in connection with a council tax reduction or as a result of an attempt to obtain council tax reduction fraudulently.

We may share your information with for example:

- council department(s)
- other local authorities
- Cabinet Office (as part of the [National Fraud Initiative](#))
- National Audit Office
- [Office for National Statistics](#)
- Police
- credit reference agencies
- health and social care organisations

We have a legal obligation to share information with the Valuation Office Agency and we share with and use enforcement agents during the course of enforcing council tax liability orders.

If you have given us your permission in writing, some of your information may be shared with:

- a named friend or family member
- support worker or other individual authorised by you to act on your behalf

We subscribe to a tracing system called [LoCTA](#) which allows us to search a subset of all subscribing local authorities' revenues systems to trace individuals who have an outstanding council tax debt and to prevent duplicate council tax claims. We also subscribe to a search and trace system provided by [Callcredit Ltd.](#)

We may also rely on a number of **exemptions**, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with information about the sharing. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

**Retention period** - we keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept after council tax liability has ended, after any recovery and enforcement action has been completed and the period required by us for legal and audit purposes has expired,

unless exceptional circumstances require longer retention e.g. a pending court case. All information will be held securely and disposed of confidentially.

**Automated decision making** - we may wish to establish that the number of individuals living in your household is correct through information received from a third party such as a credit reference agency. We may make automated decisions to end some time-limited discounts and exemptions and to determine your eligibility for a Single Occupier discount. You have a right of appeal against our automated decision-making.

**Anonymisation**- your personal information may be converted ('anonymised') into statistical or aggregated data in such a way that ensures that you cannot be identified from it. Aggregated data cannot, by definition, be linked back to you as an individual and may be used to conduct research and analysis, including the preparation of statistics for use in our reports.

**Right to object** – where processing your personal information is required for the performance of a public interest task (see our lawful bases above), you have the right to object on 'grounds relating to your particular situation'. We will have to demonstrate why it is appropriate for us to continue to use your personal data.

**Changes to this Privacy Notice** – we review this Privacy Notice regularly and will place updates on our website.

Please refer to our Corporate Privacy Notice at [www.dartford.gov.uk](http://www.dartford.gov.uk) for further details of how we process your personal information and for details on your additional rights.