

## **PRIVACY NOTICE – COUNCIL TAX**

### **Who is the Data Controller for the information I provide?**

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7003 or by email to [Peter.Richmond@halton.gcsx.gov.uk](mailto:Peter.Richmond@halton.gcsx.gov.uk)

We collect and hold information about you in order to assess and collect Council Tax.

### **Why do you need my information?**

We need your data in order to comply with our legal obligation to assess and collect Council Tax'

### **What legal basis allows you to use my information?**

The legal basis which allows us to use your information is the Local Government Finance Act 1992.

### **Do I have to provide this information and what will happen if I don't?**

You must provide this information as failure to do so will mean we are unable to bill you correctly and collect Council Tax due to the Council. If we are unable to do so our ability to raise and collect the revenue required to provide all council services will be limited.

### **Who will my information be shared with?**

Your information may be shared with other departments within Halton Borough Council and the following organisations;

Rosendale's Enforcement Agents Ltd.  
Jacob's Enforcement Agents Ltd.  
Her Majesty's Court and Tribunal Service (HMCTS)  
Her Majesty's Revenues and Customs (HMRC)  
Department of Work and Pensions (DWP)  
Police and Fire Authorities  
Critiqom Ltd. (mailing house)  
Mag:Net Solutions Ltd.  
Liberata Ltd.  
Other Local Authorities  
Office for National Statistics

### **How long will you keep this information for and why?**

Documents and e-mails will be kept for seven years. Computerised account information within the Northgate Revenues and Benefits system will be kept indefinitely to allow backdated amendments in relation to changes to Council Tax bandings as there is currently no limit on the length of time the Valuation Office Agency can backdate a band reduction.

### **How will my information be stored?**

Your data will be stored electronically in databases on a secure network and/or securely in paper form.

### **Will this information be used to take automated decisions about me?**

No.

### **Will my data be transferred abroad and why?**

No.

## **What rights do I have when it comes to my data?**

Right to be informed – through this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.

Right of Access - you have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from

<https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email [informationgovernanceservice@halton.gov.uk](mailto:informationgovernanceservice@halton.gov.uk)

## **Source of data**

As well as data provided by yourself, we may obtain data about you from the following sources;

Rosendale's Enforcement Agents Ltd.  
Jacob's Enforcement Agents Ltd.  
Her Majesty's Court and Tribunal Service (HMCTS)  
Her Majesty's Revenues and Customs (HMRC)  
Department of Work and Pensions (DWP)  
Police and Fire Authorities  
Mag:Net Solutions Ltd.  
Liberata Ltd.  
Experian Ltd.  
Other Local Authorities

## **Who can I complain to if I am unhappy about how my data is used?**

You can complain directly to the Council's Data Protection Officer by writing to:

Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF'.

You also have the right to complain to the Information Commissioner's Office using the following details:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Telephone: 08456 30 60 60 or 01625 54 57 45. Website: [www.ico.org.uk](http://www.ico.org.uk)