

Privacy Notice (How we use your information)

Non – Domestic Rating Liability

The categories of information that we collect, process, hold and share include:

- Personal information such as:
 - Name, billing address and contact details of the person(s) nominated to receive bills and correspondence on behalf of the liable party.
 - Name, address and contact details of any person making a notification in relation to any liable party whether living or dead.

Why we collect and hold this information

We use this personal data in order to:

- Decide who is liable for Non-Domestic Rates;
- Decide how much Non-Domestic Rates is payable;
- Decide where to send a Non-Domestic Rates Bill or any other notice;
- Provide you with a payment mechanism that is appropriate for the Non- Domestic rate payer;
- Enable us to carry out specific functions for which we are responsible in accordance with the Local Government Finance Act 1988;
- Assess the quality of our services;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.

The lawful basis on which we use this information

We collect and process information about you under Article 6(1)(e) of the General Data Protection Regulation because Kirklees are exercising official authority which is laid down in Law in accordance with: The Local Government Finance Act 1988.

In addition Special Category information in relation to Health and Religion where necessary and provide for the express purpose of a discount or exemption is processed under Article 9(2)(b) of the General Data Protection Regulation in order to assess eligibility against the criteria laid down in Law in accordance with: The Local Government Act 1988.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. Non -Domestic Rates liability can change at any time in relation to any liability arising since

inception in its current form in 1990. Because liability can change we will hold information about our decision in relation to a Non-Domestic Rates liability indefinitely but we will not retain documentation relating to that liability for more than 7 Years.

Who we share this information with

We routinely share this information with:

- The Valuation Tribunal for England – if a liable party makes an appeal
- Contractors that provide services to Kirklees Council directly related to Non-Domestic Rating liability such as providers of IT software and services under specific contracts where those contractors act as the council in their undertakings.
- Other Kirklees services where those services can legitimately access Non-Domestic Rating data for a specified function.
- Other Kirklees services where those services are using their power to do any thing which is calculated to facilitate, or is conducive or incidental to, the discharge of any of their functions under s111 Local Government Act 1972.
- Other Kirklees services where those services are exercising their general power of competence under the Localism act 2011.

Why we share this information

We share information with the above persons on a statutory basis, under the GDPR legal basis of 'Public Task. This data sharing enables us to ensure that the right persons are identified as liable for Non–Domestic Rates, that they receive a bill for the correct amount, that we transact with them in a way that is suitable for them and that we able to provide them with the statutory services for which Non-Domestic Rates is payable.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at www.kirklees.gov.uk/privacy

If you would like further information about this privacy notice, please contact:

Julian Hobson

Phone : 01484 221000

Email : council.tax@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.