

Privacy Notice (How we use your information)

Council Tax Reduction

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

- Personal information such as:
 - name, date of birth, national insurance number
 - partners name, date of birth, national insurance number
 - dependant children's name, date of birth
 - any other household member's name, date of birth
 - Immigration details relating to the applicant and their partner where either of those people might be a "person from abroad".
 - financial information relating to all of the above people including earnings, employer details, benefit and pension information, and information relating to capital held, including any bank accounts or share holdings.
 - Name, address and contact details of any person making a notification in relation to any liable party whether living or dead.
- Characteristics such as:
 - disability in so far as it relates to another social security benefit or the suitability of accommodation occupied by the applicant or any other resident.

Why we collect and hold this information

We use this personal data in order to:

- Decide whether a person is entitled to a Council Tax Reduction;
- Decide how much Council Tax Reduction to award ;
- Enable us to carry out specific functions for which we are responsible in accordance with the s13A of the Local Government Act 1992;
- 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:

- s13A of the Local Government Act 1992 and the scheme made by the authority under that section.

In addition Special Category information in relation to Health 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 scheme made under s13A of the Local Government Act 1992.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will not retain documentation relating to any claim made for more than 7 Years, but the nature of the award and the basis upon which it was made is currently held without end date against your unique reference number(s).

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 Council Tax 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 Council Tax 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, receive the right level of reduction in a timely manner and that the public purse is protected from fraud and error.

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.

