

## **Privacy Notice (How we use your information)**

### **Council Tax Liability**

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

- Personal information such as:
  - name,
  - address,
  - partners name (if joint and severally liable),
  - financial information if paying by direct debit,
  - employment information if we are able to make deductions from earnings following a court order.
  - 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 if applying for a disability exemption, discount or band relief.
  - religion if applying for a discount because the person lives in a religious community.

### **Why we collect and hold this information**

We use this personal data in order to:

- Decide who is liable for Council Tax;
- Decide how much Council Tax is payable;
- Provide you with a payment mechanism that is appropriate for you;
- Enable us to carry out specific functions for which we are responsible in accordance with the Local Government Finance 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: The Local Government Finance Act 1992

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 1992.

## Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. Council Tax liability can change at any time in relation to any liability arising since April 1993. Because liability can change we will hold information about our decision in relation to your 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 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 e.g empty homes
- 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 Council Tax, 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 Council Tax 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](http://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](mailto: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](mailto:DPO@kirklees.gov.uk) or by ringing 01484 221000.