

PRIVACY NOTICE FOR COUNCIL TAX

Your Privacy Information.

Please read this in conjunction with the Council's general Privacy Information that can be found here: <http://www.southglos.gov.uk/privacy>

Your Information

This Privacy Information relates to the personal information we have collected. We will need to know your full name, contact details and the makeup of your household. In some cases we will require your bank account details and we may also request financial details such as your monthly income and expenditure and employment details.

We will also keep contact phone numbers and e-mail addresses so that we can contact you.

We have made sure we will use your information according to the UK Data Protection laws by establishing the condition of 'delivering a statutory function'.

The Local Government Act 1992 mandated that Council Tax is paid to your local council on domestic properties.

How we'll use your information

We'll use your information to collect Council Tax from you as mandated whilst complying with the established lawful conditions.

Who we can share your information with

In order to provide the service you required we will share your information with the following:

- Other departments and teams within the council
- Third parties contracted by the council to deliver services on our behalf

We may share your information with others outside of the Council e.g. regulators and other public organisations for the detection and prevention of crime.

We may also use your personal information if it is in your vital interests, where your life is or could be in danger. This will not happen very often, if at all, but it will help to identify and assist individuals whose vital interests are threatened, and /or who need additional support during emergencies or major incidents, for example emergency evacuation or lock-down.

How long we'll keep your information

We'll keep your information for as long as you have a relationship with us. Specific information relating to this service will be retained according to the Local Taxation record retention schedule which can be found [here](#). We may retain anonymised

information about the service we provided to help us improve our services in the future.

Transferring your information overseas

Your information is not transferred and stored in countries outside the UK or the European Economic Area (EEA) for the provision of this service.

Your rights

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it. If you have given us your permission to use your information you also have the right to withdraw that permission at any time in the future.

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at DPO@southglos.gov.uk or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) via their [contact page](#) or call them on 0303 123 1113.