

## Council Tax and Business Rate Privacy Notice

Fareham Borough Council is committed to protecting your personal data and for the purposes of data protection regulations, Fareham Borough Council is the data controller.

For the purposes of administering and collecting Council Tax and business rates, the Council will collect your personal data. This falls under our legal obligation (under the Local Government Finance Act 1992) and the public interest in maintaining public funds. This will include your name, addresses, bank details and dates of occupation. In order that we may contact you, we will also retain your telephone numbers and email address(es).

The Council will also collect and retain special category information in the event that a claim is made for entitlement to reductions or exemptions on the grounds of health and/or disability. This is collected with your consent when submitting this information and in the public interest.

The Council will retain information including names and dates of occupation at a property for the time the Council is required to maintain Council Tax records.

We will share your data with other departments within the Council. This includes the Elections and Housing, Revenues and Benefits departments and falls under our public task to ensure the accuracy of records, for law enforcement purposes and to protect our public interests. In the event that you seek assistance from one of our Councillors, we may share your information with them to help them to assist you.

We will also share information about you to third parties where we are permitted to do so or are required to by law. This may include other Local Authorities and Government departments carrying out their public task, including Hampshire County Council, Magistrates' Courts, the Valuation Office Agency (VOA), Her Majesty's Revenue and Customs, the Department for Work and Pensions (DWP) and the Police.

We also participate in the Cabinet Office's National Fraud Initiative: a data matching exercise to assist in the prevention and detection of fraud. We are required to provide particular sets of data to the Minister for the Cabinet Office for matching for each exercise. Further details can be found on the Council's website at <https://www.fareham.gov.uk/about-the-council/data-protection/natfraudinit.aspx> and also on the Government website at (<https://www.gov.uk/government/collections/national-fraud-initiative>)<sup>2</sup>

The use of data by the Cabinet Office in a data matching exercise is carried out with the statutory authority under Part 6 of the Local Audit and Accountability Act 2014. It does not require the consent of the individuals concerned under the Data Protection Act 2018.

The Council may also share your data with Call Credit, a credit reference agency (CRA) to utilise their services for the purposes of undertaking checks such as ID checks, money laundering and tracing. A copy of their privacy policy can be found at <https://www.callcredit.co.uk/legal-information/bureau-privacy-notice>

We will also share your information with third party contractors who carry out print and mailing services on behalf of the Council and with Collection and Tracing Agencies that we may engage the services of.

The Council will also share your contact details, such as telephone number and/or email address, with third parties where requested for the purposes of coronavirus Track and Trace.

You have certain rights under the General Data Protection Regulations (GDPR) in respect of your personal information. More information about your rights can be found on the Council's website at [www.fareham.gov.uk/about-the-council/data-protection/dataprotection2018.aspx](http://www.fareham.gov.uk/about-the-council/data-protection/dataprotection2018.aspx) or on request.