Privacy Notice for Council Tax Customers

Data Subjects

This notice concerns the personal data of Bath and North East Somerset Council Tax customers.

Personal Data

Information we use about Council Tax customers includes their: name, contact details, personal financial information, National Insurance number, Date of Birth, address history, health information, employment details, car registration.

In addition to this, we also use information defined as “special categories” personal data. This includes information about: disability, chronic health conditions, mental health, sexual preference (where neccesary to determine civil partnership), immigration status, prison sentences

How is it used?

We use this information to assess the amount of Council tax people are obliged to pay, and for billing and collection of Council tax payments.

Profiling and Automated Decision Making

We use an automated process to send out of notices and summons to people who are behind in their payments to us. If recipients do not respond appropriately this may have outcomes which negatively impact such individuals.

However, if you feel you have received such correspondence from us in error, you have the right to request that the decision be reconsidered in a non-automated way (which means it will involve decision-making by a human being).

The Purpose of processing

The collection of Council Tax.

The Legal Basis of processing

Our responsibility for the purpose specified above, and our offical authority for tasks related to this, is established by statute in the Local Government Finance Act 1992

The condition for lawful use of personal data is establsihed by GDPR Article 6.1.e which allows for processing necessary for tasks for which we have "official authority".

For the processing of "special categories"[1] personal data we rely on the exception GDPR Article 9.2.g which covers use of personal data by public authorities which is necessaary for tasks of substantial public interest.

Sharing of personal data with External Recipients

We may share personal data with companies contracted to deliver services related to the collection fo Council Tax. These are data processors because they use the personal data on our behalf and only under our instruction. Examples are enforcement agents and printers.

We may also share personal data with Government and Public Sector partners for statutory purposes which are compatible with our own. In particular this includes: HMCTS (The Courts and Tribunals Service), DWP (the Department for Work and Pensions), the DVLA, the passport office, HMRC (Revenue and Customs), and the Valuation Office Agency

The personal data described in this notice may also be shared internally with our "Empty Properties Officer" to be used for prevention of enforcement actions related to empty properties, prevention of Council Tax fraud, and for the purposes of meeting the Councils housing delivery responsibilities. This includes use of information about "Class E" individuals who have vacated their property to go into residential care.

[1] This includes information about health, religion, ethnicity, sexual preference

How long is the personal data retained by the Council?

Personal data should only be retained for as long as it is needed for the purposes specified above, or where required by other applicable law and/or specific regulatory requirements.

Questions?

Please contact data_protection@bathnes.gov.uk

Bath & North East Somerset Council