

# Council Tax Privacy Notice

## Information collected

- Name of occupant/s
- Address (including occupation date/vacation date/ tenancy start & end date)
- Forwarding address
- Property owner or agent's name & address
- Email address
- Telephone number
- Bank account details (where Direct Debit payer)
- Where there is a Housing Benefit/Local Council Tax Support claim, the claim details are linked to the Council Tax account (in most cases).

## Agencies we might share your information with

- Essex County Council
- National Fraud Initiative
- Office of National Statistics (ONS)
- Experian
- Her Majesty's Revenues and Customs
- Police (Crime and fraud prevention/detection)
- Capita Software Services
- Enforcement Agents
- Ministry of Housing, Communities and Local Government
- Valuation Office Agency (purposes of maintenance of the National Non-Domestic Rates (NNDR) database and maintenance of Council Tax valuation lists)
- Other Local Authorities (for tax collection purposes)
- Other Council Departments including Corporate Debt, Parking, Elections, Environmental health, Local Land and Property Gazetteer, Business Rates and Benefits.

## Purpose for processing

Maldon District Council has a statutory duty to collect Council Tax and this is done under The Council Tax (Administration and Enforcement) regulations 1992 which make provision for the administration and collection of Council Tax in England and Wales under the Local Government Finance Act 1992. Your information is stored securely in our preferred IT Council Tax software management system. If you work for the Council, we may use your payroll information for the purpose of recovering any debts owed to us.

## Length of time we keep your information

We keep records relating to Council Tax dating back to 1993. We need to keep your information as in some instances the Valuation Office Agency revise property bandings resulting in a reduction in the amount of Council Tax that is owed to us. In order to be able to provide refunds we need to be able to trace those eligible and we do this by keeping a complete history.

## Updates to this privacy notice.

We will continually review and update this privacy notice to reflect changes in our processes and procedures, as well as to comply with changes in the law. When such changes occur, we will revise the "last updated" date at the bottom of this notice. We encourage you to periodically review this notice and to be informed of how we protect your information.