

PRIVACY NOTICE – COUNCIL TAX

Who is the Data Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted by email at DPO@halton.gov.uk

We collect and hold information about you in order to assess and collect Council Tax.

Why do you need my information?

We need your data in order to comply with our legal obligation to assess and collect Council Tax.

What legal basis allows you to use my information?

The legal basis which allows us to use your information is the Local Government Finance Act 1992.

Do I have to provide this information and what will happen if I don't?

You must provide this information as failure to do so will mean we are unable to bill you correctly and collect Council Tax due to the Council. If we are unable to do so our ability to raise and collect the revenue required to provide all council services will be limited.

Who will my information be shared with?

Your information may be shared with other departments within Halton Borough Council and the following organisations;

His Majesty's Court and Tribunal Service (HMCTS)

His Majesty's Revenues and Customs (HMRC)

Department of Work and Pensions (DWP)

Police and Fire Authorities

Datagraphic Ltd. (mailing house)

Liberata Ltd.

Datatank Ltd

Indesser – TDX Group

Greenhalgh Kerr Solicitors

Other Local Authorities

Department for Business Energy & Industrial Strategy (BEIS), and

Department for Energy Security and Net Zero

To ensure effective recovery of debts owed to the Council, we may also share your information with external debt collection and Enforcement Agencies

How long will you keep this information for and why?

Computerised account information within the Northgate Revenues and Benefits system will be kept indefinitely to allow backdated amendments in relation to changes to Council Tax bandings as there is currently no limit on the length of time the Valuation Office Agency can backdate a band reduction. In addition, documents and emails held on Northgate Document Imaging System will also be kept indefinitely due to the reasons stated above.

How will my information be stored?

Your data will be stored electronically in databases on a secure network and/or securely in paper form.

Will this information be used to take automated decisions about me? Yes/No

No.

Data profiling will be undertaken as part of a Cabinet Office pilot to analyse council tax debt. The data profiling will be undertaken by Indesser. Data will be profiled and segmented based on residency, potential collectability and financial vulnerability, derived from returned data. An aggregated and anonymised report will be supplied to the Cabinet Office and Halton Borough Council. Individual account level data will also be supplied to Halton Borough Council. This profiling applies to this pilot only.

Will my data be transferred abroad and why? Yes/No

No.

What rights do I have when it comes to my data?

Right to be informed – through this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.

Right of Access - you have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from <https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email informationgovernanceservice@halton.gov.uk

Source of data

As well as data provided by yourself, we may obtain data about you from the following sources;

His Majesty's Court and Tribunal Service (HMCTS)
His Majesty's Revenues and Customs (HMRC)
Department of Work and Pensions (DWP)
Police and Fire Authorities

Liberata Ltd.
Experian Ltd.
Datatank Ltd
Indesser – TDX Group
Greenhalgh Kerr Solicitors
Other Local Authorities
Department for Business Energy & Industrial Strategy (BEIS), and
Department for Energy Security and Net Zero
Any debt collection or enforcement agencies used by the Council

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to:
Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal
Building, Widnes WA8 7QF'.

You also have the right to complain to the Information Commissioner's Office using the following
details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow,
Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk

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