

PRIVACY NOTICE – ENERGY BILL REBATE

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 on by email to DPO@halton.gov.uk, ***please note this is only for questions related to data protection.***

If your query is related to the energy rebate, please contact energyrebate@halton.gov.uk
Insert details here.

We collect and hold information about you in order to process your Energy Bill Rebate.

Why do you need my information?

We need your data in order to comply with a public task to pay your Energy Bill Rebate

What Public Task basis allows you to use my information?

The Public Task basis which allows us to use your information is *Support for energy bills - the council tax rebate 2022-23: billing authority guidance* February 2022.

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

You do not have to provide this information, but we may not be able to pay your Energy Rebate if you fail to do so. If you do not provide the information requested the payment will be credited to your Council Tax account.

Who will my information be shared with?

Your information may be shared with Spotlight, the Government's due diligence risking tool.

It may also be shared with other Council sections in relation to local welfare provision.

How long will you keep this information for and why?

Your information will be kept for seven years in accordance with the Council's Record Retention Policy and Schedule

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.

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 to Object – Only in certain limited circumstances

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;

Spotlight, the Government's due diligence risking tool.

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, DPO@halton.gov.uk 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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