

GDPR – Privacy Notice



Short Privacy Notice:

The council's Local Taxation and Benefit service collects and processes your personal data for the purpose of administering Local Taxation and Benefit, and will process your personal data in accordance with the General Data Protection Regulation and other relevant legislation. We will not disclose your personal data to anyone else, unless allowed or required to do so under the General Data Protection Regulation or other relevant legislation. For further details about the processing of your personal data please see our [Full Privacy Notice](#) or the [Data Protection and Privacy](#) web page.

Full Privacy Notice:

This Privacy Notice tells you what to expect when North Lincolnshire Council's Local Taxation and Benefits service, a shared service with North East Lincolnshire Council collects and uses your personal data for Local Taxation and Benefit purposes in accordance with the General Data Protection Regulation and other relevant legislation.

Data Controller	North Lincolnshire Council
Contact details:	North Lincolnshire Council – Local Taxation and Benefits, Hewson House, Station Road, Brigg, DN20 8XB Website link: https://www.northlincs.gov.uk/
Purpose for processing your personal data	To carry out the administration of Local Taxation and Benefits including: <ol style="list-style-type: none">1. Council Tax;2. Business Rates / National Non-Domestic Rates;3. Housing Benefit, and4. Council Tax Support Scheme.
Will we use your personal information for other purposes?	We will not process your personal data for any other purpose than that for which it was collected, without first providing you with information on that other purpose and seeking your consent if applicable; except where we are required to disclose your personal data in accordance with legislation for example in relation to the prevention and detection of crime, counter terrorism, safeguarding, legal proceedings or to protect interests of you or another.
The Organisations acting on our behalf to process your personal data	<ul style="list-style-type: none">• Local Taxation and Benefits service, a shared service with North East Lincolnshire Council• Allpay (Cash payments)• CAPITA (Printing and posting of correspondence)• CAPITA (On-line and telephone payment services)

	<ul style="list-style-type: none"> • Enforcement Agencies and associated Legal companies (Debt Management) • Victoria Forms (Administration of online forms)
The fair and lawful basis for processing your personal data	<p>Personal data: For the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 1 e);</p> <p>Personal data: For the processing of personal data is that it is necessary in order to meet our legal duties (Article 6 1 c);</p> <p>Special categories of personal data: processed on the basis of it is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject (Article 9 2 g).</p>
Are you required to provide the Council with your personal data	<p>You are required to provide the minimum necessary personal data to the Council to allow us to assess and administer Council Tax and Business Rate / National Non-Domestic Rates liability. You are only required to provide us with your personal data for Housing Benefit and Council Tax Support Scheme.</p> <p>Failure to provide the minimum necessary personal data we require could prevent or restrict us from carrying out these activities and may prevent you from receiving the benefits / support you are entitled to.</p>
Does the processing involve automated decision-making, including profiling?	<p>Department of Works and Pensions (DWP) information is automatically uploaded and processed for benefit and support scheme applications which can result in your entitlement changing.</p> <p>Bulk recalculation of liabilities and entitlements to reflect annual changes.</p>
Can you withdraw your consent for processing?	No, because the processing of your personal data is not on the basis of consent.
Who we will share your personal data with	<ol style="list-style-type: none"> 1. Data Subject and their nominated representatives; 2. Family or Household of Data Subject; 3. Housing Providers, Landlord or Property Owner; 4. Ombudsman and Regulatory bodies; 5. Central Government Departments; 6. National Fraud Initiative; 7. Law enforcement agencies and bodies; 8. Courts, Hearings and Tribunals; 9. Legal representatives;

	<p>10. Council services; 11. Other Local Authorities; 12. Partner agencies, and 13. Bodies requesting information where there is a lawful basis under the General Data Protection Regulation.</p>
Transfers of personal data to a third country	Not routinely disclosed or transferred to recipients outside of the UK
How long we will retain your personal data for	<p>Your personal data is retained in accordance with national guidance and our legal obligations, which are set out in the Advice and Benefits section of our retention schedule.</p> <p>Normally current year plus 6 years following last action, however for Business Rate / National Non-Domestic Rates the retention period is 10 years, but this may be extended to reflect statutory or business requirements.</p>
What are my rights in relation to my personal data?	<p>You have the right to access the personal data we hold about you; to request we rectify or erase your personal data; to object to or restrict processing in certain circumstances; and a right of data portability in certain circumstances.</p> <p>More information on your rights can be found on our websites</p> <p>https://www.northlincs.gov.uk/your-council/about-your-council/information-and-performance/information-governance/data-protection-and-privacy/</p>
Who can I complain to?	<p>If you are dissatisfied with how we have processed your personal data you can contact the Data Protection Officer to request an Internal Review (Information Complaint).</p> <p>If you are dissatisfied with the outcome of the internal review, they have the right to appeal directly to the Information Commissioner for an independent review. https://ico.org.uk/concerns/</p>
Contact details for our Data Protection Officer	<p>Phillipa Thornley Email: customerservice@northlincs.gov.uk Telephone: 01724 297000 Post: North Lincolnshire Council, Hewson House, Station Road, Brigg, North Lincolnshire, DN20 8XB</p>