

Business Rates Privacy Notice

How we use your personal information

We use your personal information so that we can perform our statutory duty of administering and collecting Business Rates within the City.

What we will do with your data

Your personal information will be held and used by the Council. Within the Council we share your information with the following teams:

Council Tax

Economy

Building Control

Planning

Environmental Health

Estates

There may be certain circumstances where we share your information with other people or organisations (rating agents and estate agents) when reviewing Business Rates reliefs and exemptions. We also share your information with the Valuation Office Agency in respect of maintaining the rating List. In respect of non-payment of Business Rates we will share your information with the enforcement agents employed by the Council. We are also required to share Business Rate Relief with the Department for Levelling Up Housing and Communities. We will only do so according to the General Data Protection Regulations.

Covid-19 Business Grants

The council is responsible for administering business grant schemes on behalf of the Government. We will collect information through an online application form. All information given on any business grant application including business name, contact details and amount awarded, will be shared with the department for Business, Energy and Industrial Strategy for the purpose of monitoring and evaluating the schemes.

We will use an external credit agency to check the validity of bank accounts for the purposes of paying Government funded business grants.

How long will we keep your information?

Our Corporate Retention and Disposal Policy sets out how long we are required to keep your information for. For Business Rates and business grants this is for a period of 6 years from the date when the account is closed. When we no longer need to keep it we will destroy it or archive it.

What will happen if you don't provide your personal information?

If you do not provide your personal information, we may be unable to assist you with your Business Rates enquiry. In certain cases you may be legally obliged to provide this information.

More information

For more information on how we look after your personal information and what your rights are, go to www.exeter.gov.uk/DataProtection or contact the Data Protection Officer on 01392 265257.