

## **Council Tax 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 Council Tax within the City.

### **What we will do with your data**

Your personal information will be held and used by the Council. Within the Council Tax section we share your information with Electoral Services and the Empty Homes Section. There may be certain circumstances where we share your information with other people or organisations in particular when reviewing Council Tax Discounts and Exemptions (Government through the National Fraud Initiative). We will only do so according to the General Data Protection Regulations.

Where an individual discount or reduction is applied, such as the single person discount, we work with an external data processor to assess ongoing eligibility. Qualifying data will be shared with the data processor and their data matching partner to enable them to accurately review entitlement. This data will be matched with other relevant records such as electoral roll, marriage records, Government DDRI and HALO although this data is not accessed individually by the data processor. We will share your name, address and contact details with our data processor who will then be required to make contact with you regarding your eligibility for the discount where data matches reveal evidence of other residents at the property.

For the purposes of the review of the single person discount, Liberata UK will process data on the council's behalf:

Liberata UK Ltd, 2nd Floor Front, 60 Cheapside, London EC2V 6AX

### **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 Council Tax this is for a period of 6 years from the date when your 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 Council Tax enquiry. In certain cases you may be legally obliged to provide this information.

### **More information**

For information on how we deal with council tax accounts which are in arrears please see our privacy notice on [payments and collection](#).

For more information on how we look after your personal information and what your rights are, go to [www.exeter.gov.uk/DataProtection](http://www.exeter.gov.uk/DataProtection) or contact the Data Protection Officer ([data.protection@exeter.gov.uk](mailto:data.protection@exeter.gov.uk)).