

Privacy Notice for the Energy Rebate Scheme

Service description

Dover District Council (DDC) has been asked by the Government to administer an Energy Rebate Scheme. This involves DDC giving qualifying people £150.00 as a contribution towards fuel costs. Some people also call this a Council Tax Rebate as we are using Council Tax records to help administer the scheme.

To qualify:

- your property has to be in Council Tax bands A, B, C or D (or E, but only if you have Disabled Band Relief reduction), and
- It has to be your sole or main place of residence, and
- It is not exempt (other than exemption classes N, S, U or W).

There is also a discretionary element to the scheme.

Processing activity

The purposes for which your data will be used is to process your rebate.

Information requirements

This information may include:

- Your name, address, date of birth, bank details, Council Tax account number, band and any exemption details.

Lawful bases

Our **lawful bases** for processing your personal information are:

- Public Interest

If you do not provide the information that is requested we may not be able to deal with your request.

Your rights

Your rights depend on the lawful basis we are relying on. You can find out further information on your Rights by viewing our Corporate Privacy Notice at www.dover.gov.uk/privacy

Data Processors

DDC employs Civica UK Limited to help us process your information.

DDC employs Jadu to help us process your information through the use of webforms.

Data sharing

DDC shares data with Spotlight to allow us to validate your information if we need to.

Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

Retention

We keep your personal information for the minimum period necessary. The information outlined in this Privacy Notice will be kept in accordance with our Retention Policy. All information will be held securely and disposed of confidentially.

Please refer to our Corporate Privacy Notice at www.dover.gov.uk/privacy for further details of how we process your personal information and your rights.