

Privacy Notice for Business Rates

Service description

It is necessary for Dover District Council to collect and process personal information to collect and administer your Business Rates, including discounts and exemptions.

Processing activity

In order to administer Business Rates, it is necessary for us to collect and hold personal information about you. The information collected and held will vary and depend on the nature of the service. We will process personal information relating to:

- Administration
- Billing
- Discounts
- Payment
- Recovery
- Exemptions

Information requirements

This may include the following information from you:

- Name
- Address
- Email address
- Telephone Number
- Financial details
- Trading name

Lawful basis

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

- For the performance of a task carried out in the public interest (under the legislation below)
- That it is necessary for compliance with a legal obligation to which the council is subject

We require the information in order to carry out our duties under the Local Government Finance Act 1988 and associated Regulations including:

- The Non-Domestic (Collection and Enforcement) (Local Lists) Regulations 1989
- Administration of Business Rates sections 44A, 47 and 49 of the Local Government Finance Act 1988
Section 69 of the Localism Act 2011
- The Serious Crime Act 2007 (where needed to disclose information to prevent fraud)

Reasons for processing

Some of the information that is collected is classified as special category personal data or personal data consisting of criminal convictions and offences (including alleged offences). This is processed for exercising specific rights of the council. We have a data protection policy that sets out how this information will be handled.

Data Processors

We have outsourced some of our services to either joint arrangements with other local authorities, arm's length partly owned companies, or private sector companies who provide services on our behalf. These organisations collect and use personal information on our behalf to provide services. We will need to supply your information to these organisations in order to supply a service to you. These are:

EK Services

A joint administrative arrangement with Canterbury City Council and Thanet District Council which provides services relating to revenues and benefits, ICT and manages the Councils contract with Civica UK Ltd.

Civica UK Limited

A private sector company which provides benefit services, income collection services, council tax and business rates administration and collection services and customer contact services to the Council.

Data sharing

The law says that we must protect the public funds that we handle. In order to do this we will check some of the information with other sources (e.g. HM Revenue and Customs, credit reference agencies) to verify your identity and to ensure that the information you have provided is accurate.

We may also share your information internally with other council departments (where it is in your interests to do so) as well as under legal obligations with partner organisations that inspect or handle public funds, to prevent and detect fraud and error including:

- Other councils
- Government departments such as HM Revenue and Customs, Magistrates Court, the Department for Work and Pensions, the Cabinet Office (as part of the National Fraud Initiative)
- The Valuation Office
- National Audit Office
- East Kent Housing
- Police
- Enforcement agents
- Credit reference agencies
- Health and social care organisations

If you have given us your permission in writing some of your information may be shared with:

- A named friend or family member
- Support worker or other individual authorised by you to act on your behalf

We will not share your personal data with third parties for commercial purposes nor will we use your personal data for marketing products or services without your consent.

We may also rely on a number of **exemptions**, which allow us to share information without needing to identify a lawful basis for the sharing and without needing to provide you with information about the sharing. Please refer to the Kent & Medway Information Agreement for further details on our sharing arrangements.

Automated decision making

We may make automated decisions to end some time-limited discounts and exemptions, to include Small Business Rate Relief following the result of a review undertaken by the Council in order to protect the public funds that it handles. You have the same rights of appeal as when an officer makes a decision.

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. This is also available in other formats (e.g. print).