



## Privacy Notice – Revenues

This notice sets out how Winchester City Council uses and protects any personal information that you give for the purpose of the administration and collection of Council Tax, Non-Domestic Rates and Business Improvement District Levy.

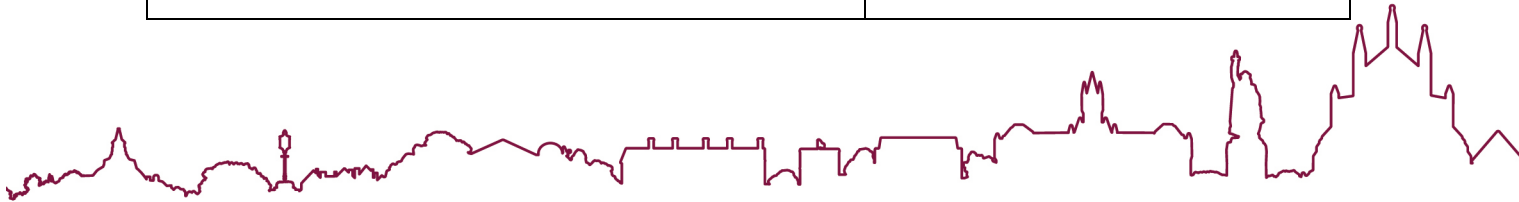
Winchester City Council is committed to protecting and respecting the privacy of your personal data. We are registered with the Information Commissioner’s Office as a Data Controller (Reg. no.Z5730734) and we comply with the UK General Data Protection Regulation and the Data Protection Act 2018.

For more information about how we handle and use your personal data see our Data Protection and privacy pages:

<https://www.winchester.gov.uk/about/data-protection-privacy>

What personal information do we collect and what do we use it for?

<b>Category of personal data we may request includes:</b>	<b>Purpose for requesting information:</b>
<ul style="list-style-type: none"> <li>• Name, signature, address, contact details (including email address and telephone numbers)</li> <li>• Date of Birth</li> <li>• National Insurance Number</li> <li>• Household details</li> <li>• Financial information</li> <li>• Bank account details</li> <li>• Medical information</li> <li>• Nationality</li> <li>• Marital status</li> <li>• Health and Disability information</li> <li>• Personal circumstances</li> </ul>	<ul style="list-style-type: none"> <li>• To correctly assess Council Tax, Non-Domestic Rates and Business Improvement District Levy</li> <li>• To collect and recover outstanding debts (including service of demand and reminder notices by email)</li> <li>• To collect statistical information</li> </ul>



<p>Who we may share your data with includes but is not limited to:</p>	<ul style="list-style-type: none"> <li>• HMRC</li> <li>• DWP</li> <li>• Relevant departments in WCC (Benefits, Housing, Finance and Legal)</li> <li>• Valuation Office and other Government agencies</li> <li>• Audit</li> <li>• Other local authorities</li> <li>• Data Processors carrying out work on our behalf including: <ul style="list-style-type: none"> <li>(i) Northgate software is used to administer Benefits</li> <li>(ii) Policy in Practice (for details see below).</li> </ul> </li> </ul>
<p>Lawful basis for using your personal data:</p>	<ul style="list-style-type: none"> <li>• Article 6 (1) ( c) – Legal obligation</li> <li>• Article 6 (1) (e) – Public Task</li> <li>• Local Government Finance Act 1988</li> <li>• Local Government Finance Act 1992</li> <li>• The Business Improvement Districts (England) Regulations 2004</li> </ul>
<p>Lawful basis for using your special personal data</p>	<ul style="list-style-type: none"> <li>• Article 9 (2) – Substantial public interest</li> </ul>

## Who we might share your information with?

Your personal information will be treated as confidential, but it may be shared with other council departments in order to provide services, meet our legal obligations, ensure our records are accurate and up to date and improve the standard of the services we deliver. It may also be shared with external organisations involved in delivering services on our behalf where the Council has a lawful basis to do so. We will only use your information in ways which are permitted by the UK General Data Protection Regulation and the Data Protection Act 2018.

- DWP and local authorities often work together and share information to provide services.
- Winchester City Council has a duty to protect the public funds it administers and may use the information you have provided or share it with other bodies for the purpose of preventing and detecting fraud. This includes participation in the Cabinet Office National Fraud Initiative.
- We share de-identified data with external organisation, Policy in Practice to identify households who either have, or will have in the future, a shortfall between their income and their legitimate expenditure, taking account of known welfare reforms and reasonable assumptions about household costs. This facilitates more early and targeted interventions and will help avoid the costs and the trauma of crises such as homelessness.
- We will NOT use your personal data for marketing products or services.

## How long do we keep your data for?

We keep your personal information for as long as we need to for the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements or to fulfil statutory obligations. For Benefits purposes, this is usually 7 years. Full information regarding retention periods for the different types of data we hold can be found on our web-site.

## Data Protection Officer

If you wish to ask us anything about data protection, ask for a copy of your data or you have a complaint about how we have used or looked after your data, you can contact our Data Protection Officer at:

Data Protection Officer  
Winchester City Council  
City Offices  
Colebrook Street  
Winchester SO23 9LJ  
Email: [legal@winchester.gov.uk](mailto:legal@winchester.gov.uk)