

Privacy Notice – Business rates

Bristol City Council is the data controller for the purposes of the Data Protection Act 2018 and other relevant regulations. You can contact us on 9223 300 or in writing to Bristol City Council, PO Box 3399, BRISTOL, BS1 9NE. You can email the data protection officer at Data.protection@bristol.gov.uk

Your information will be used so that we can administer your business rates account and collect business rates from you in accordance with the Local Government Finance Act 1988 (and any subsequent legislation which applies). Data protection law describes this legal basis as ‘*necessary for compliance with a legal obligation*’.

Your personal data may be shared with other organisations that we have contracted to provide services in the administration of business rates. If you are in a Business Improvement District (BID), your personal data will be shared with the BID company, in accordance with relevant legislation, for the purposes of setting up and/or administering a BID.

Your personal data may be shared with other teams within the council to provide services, comply with our obligations, to ensure our records are kept up to date, to collect debts or to verify your circumstances. We may also share it with other local authorities or debt collection agents if necessary for the validation of reliefs or the collection of business rates debt. We will share the data with third parties as appropriate, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent. Your details may be used to contact you regarding budget consultations.

If your business premises are in a parking zone area, your account number will be utilised to validate applications for parking permits. Please see the [Parking Services privacy notice](#) for information about how your data is processed

We will keep your personal data for as long as we are required to do so under relevant legislation or in accordance with our operational requirements.

Information you supply through an online form may be processed automatically – for example when you tell us you have moved, or when you want to set up a direct debit.

We may have obtained your data from a third party, such as an agent, a former occupier, Companies House or Land Registry. We may obtain information from a Credit Reference Agency to assist in recovering debts.

In certain circumstances you have the right to have data held about you erased, or the use of it restricted, you may be able to object to processing as well as the right to have your data transferred to another data controller.

You can ask to see what information we hold about you. You can do this by contacting:

Information Governance Service
Bristol City Council
P O Box 3399
BRISTOL
BS1 9NE

Or by emailing subjectaccessrequest@bristol.gov.uk

If you have any questions regarding the data being processed please contact the Data Protection Officer as above. You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if are not happy with the way the council is handling your personal information.

Fraud Prevention and Detection:

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection.