

Privacy Notice – Council Tax

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 9222 900 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 council tax account and collect council tax from you in accordance with the requirements of the Local Government Finance Act 1992 (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 council tax.

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 collection of council tax debt. We may share the data with third parties as appropriate, this may include the Police or Government Agencies. We will share your data with the Office for National Statistics for the purposes of its functions under the Statistics and Registration Service Act 2007, and/or the Census Act 1920. 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 home is 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, that you live alone or when you want to set up a direct debit.

We may have obtained your data from a third party, such as your landlord/letting agent, a former occupier, your University/college, solicitor or Land Registry. We may have obtained your data from an advice agency if you have asked them to contact us on your behalf. We may obtain information from a Credit Reference Agency to verify your entitlement to discounts or 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.

If you have applied for, or are receiving, Council Tax Reduction, please refer to the [Housing Benefit, Council Tax Reduction and Discretionary Housing Payment privacy notice](#).

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.