

Last updated: 27 June 2018

## Privacy Notice for Housing Benefit and Council Tax Reduction

Aylesbury Vale District Council (AVDC) is the controller for the personal information we use about you. We are committed to protecting your privacy when you use our services. The law requires us to give you a Privacy Notice which gives you details about how we use and protect your information.

Our contact details are:

**The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF. Telephone: 01296 585858**

Our Data Protection Officer is Mr Andy Barton. He can be contacted on [jbinning@aylesburyvaledc.gov.uk](mailto:jbinning@aylesburyvaledc.gov.uk) or telephone 01296 585495.

### What information do we have about you:

We can hold the following information:

- National Insurance number for all household members over 16.
- Names and date of birth of all household members.
- Income details for all household members. This includes employers details, number of hours worked, amount and frequency of salary.
- Details of all savings or investments held by all household members.
- Landlord/housing associations name and address details.
- Rent account number
- Tenancy agreement
- Contact details, email and telephone numbers.
- Bank details.

### Why are we using your information?

We need your information so that we can:

- Ensure our database is accurate for the administration of Housing Benefit and Council Tax Reduction in-line with current legislation.
- To assess an application for Housing Benefit and Council Tax Reduction and any further change of circumstances
- To calculate a persons entitlement to assistance, make payments to claimant/Landlord or Housing Association.
- For the general administration of Housing Benefit and Council Tax Reduction.

We can use your information because we need it to provide you with a service as a local authority.

If we need to use your special information (please see the Council's main Privacy Notice for details) or information about criminal convictions we can use it because:

- We need it to carry out our duties under the law.
- We need it to prevent or detect a crime or unlawful behaviour or fraud.

If you do not give us your information it will affect how we provide the service and the decision we make.

This information is only used for the reasons above but if we need to use it for any other reason we will normally tell you.

### We may share your information with

- HM Revenues and Customers and Department for Work and Pensions.
- A nominated third party or personal representative, following authority from you to do so.
- We will share information with any of the parties listed on receipt of a copy of a Financial Power of Attorney.

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- We may share information provided with other bodies responsible for auditing or administering public funds, and in relation to safeguarding purposes or in connection with the prevention of crime, criminal or legal investigations or proceedings including fraud (and the National Fraud Initiative) or regulatory functions.

### **Automated Decision Making**

We use Risk Based Verification when calculating new Benefit claims. The results of this process will determine the level of supporting information required to process the claim.

### **Your rights**

You have legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe, our main [Privacy Notice page](#).

If you have any concerns and/or complaints you may write to Jackie Binning, Data Governance Officer, on email [jbinning@aylesburyvaledc.gov.uk](mailto:jbinning@aylesburyvaledc.gov.uk) or telephone 01296 585495, or see our [web page](#).