

Last updated: 27 June 2018

## Privacy Notice for Council Tax

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:

- Name of all residents over the age of 18.
- Contact details, telephone number and email addresses
- Bank details
- Residential status, owner or tenant or Landlord.

If you make an application for a discount, we may hold the additional information listed below:

- The name of your doctor and address of the surgery and any medical information supplied.
- The type of Department for Works and Pensions benefit you are in receipt of.
- Date of birth.
- The name and address of the establishment you study at and the type of course and hours of study.
- The name and address of the prison length of sentence and earliest date of release.
- The name and address of the care home or hospital.
- Details of executor, date of probate.
- Identity/pass, contract of employment.

### Why are we using your information?

We need your information so that we can:

- Ensure our database is accurate for the administration and collection of Council Tax in-line with current legislation.
- Consider and correctly award discounts, disregards and exemptions where the criteria have been met.
- Correctly ascertain the liable party in respect of Council Tax.
- Ensure correct billing.
- Contact you regarding your account.
- Organise direct debits should you opt to pay by this method, or a refund is required.
- Correctly ascertain the liable party in respect of Council Tax.
- Administer your Council Tax.

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 page](#) 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 behavior or fraud.

If you do not give us your information it might 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

- A nominated third party or personal representative, following authority from you to do so.
- Any of parties listed on receipt of a copy of a Financial Power of Attorney.

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- 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 do not carry out any automated decision making.

### **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, please see 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 use our [web page](#).