

Mansfield District Council

Council Tax

Privacy Notice

This privacy notice explains how our Council Tax service collects, uses and protects any personal information that you give to us.

This privacy notice should be read alongside our [main Privacy Notice](#).

Why we collect information about you

We collect and hold information about:

- People who are liable to pay Council Tax
- Property owners and agents
- Occupiers of properties
- Property addresses
- Employment details
- Empty homes
- Discounts and exemptions

This information is collected and stored so that we can administer the services and our statutory obligations.

How will we use the information we hold about you?

We will use this information so we can:

- Decide who should pay Council Tax
- Issue Council Tax bills and other appropriate documentation
- Undertake enforcement action where payment is not made
- Consider and award entitlements to discounts and exemptions

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What is the lawful basis for us to process your data?

Under data protection law, UK GDPR Article 6(1), we have a number of lawful bases that allow us to collect and process personal information. In this case, the lawful basis for processing your data is “public task” pursuant to Article 6(1)(e).

The clear basis in law is to administer and enforce Council Tax under the [Local Government Finance Act 1992](#) and the [Council Tax \(administration & enforcement\) Regulations 1992](#).

Who we will share your information with

We share information as required in legislation for the administration and enforcement of Council Tax. This includes:

- The Department of Works & Pensions
- The Valuation Office Agency
- The Valuation Tribunal
- Her Majesty’s Court Service
- Enforcement agents
- The Office of National Statistics

We have a duty to protect public funds we administer, and we may use information held about you for all lawful purposes, including and not limited to the prevention and detection of fraud, and the matching Council Tax data with electoral registration records.

We will also use the information for the purpose statutory enforcement duties. We will make any disclosures required by law and may also share this information with other bodies responsible for detecting/preventing fraud or auditing/administering public funds.

Data processing

All officers have the correct level of training and access to view and process this data and are required to undertake specific data protection legislation training.

Your rights

As defined in the data protection law, UK UK GDPR Article(s) 12-23, you have a number of rights including the following:

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- **The right of access** to the data held about you and ask for a copy of the same
- **The right to be informed** about the collection and use of your personal data. This is outlined above.
- **The right to erasure.**
- **The right to object** to us processing your personal data. If you do so, we will delete all the personal data we hold in relation to you where possible.
- **Right to restriction of use of your personal data**
- **The right to rectification.** If the information held is in any way incorrect, you can contact the data controller and request that the information be rectified.
- **Right to ask for an automated decision to be reconsidered by a human**

In certain circumstances exemptions to these rights may apply. Further information is available on the [Information Commissioner's Office website](#). Please refer to the council's main Privacy Notice in relation to your further rights under the UK GDPR and details relating to the same.

Who can access your data?

Council Tax data is used for the purposes of collecting Council Tax, or where another legal right to access the information exists (e.g. for the detection or prevention of crime). We may also use certain non-personal data (e.g. addresses) for the provision of other services. This will be done in accordance with our main Privacy Notice and the law.

How long we keep your information

We retain your information for six years in line with the Council's main Privacy Notice unless an exemption applies.

Further information

If you consider that your personal data has been misused or mishandled by us, you can raise this with the data controller. In this instance, the data controller is the Data Protection Officer who can be contacted on (01623) 463463 or dpo@mansfield.gov.uk.



Mansfield District Council

If you remain dissatisfied you can make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, WILMSLOW, SK9 5AF, or 0303 123 1113, or casework@ico.org.uk.

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

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