

## Privacy Notice for Revenues

### Why we are collecting your data

Eastbourne Borough Council and Lewes District Council are data controllers and collect your personal data in order to assess and process your council tax or business rates. We will only collect the personal data from you we need in order to do so.

### What is the legal basis for processing the data?

The legal basis we rely on to process your personal data is article 6(1)(c) of the GDPR. The processing is necessary for compliance with a legal obligation as we are subject to The Council Tax (Administration and Enforcement) Regulations 1992 and The Non-domestic Rating (Chargeable Amounts) (England) Regulations 2016.

### Who will your information be shared with?

To ensure our record keeping is efficient and to be able to provide services quickly across Lewes and Eastbourne we hold your personal information in a centralised customer record.

We may get information from third parties, or give information to them to check its accuracy, to prevent or detect crime, or to protect public funds, if the law allows it. These third parties include other local authorities and government departments such as Her Majesty's Revenue and Customs.

Where we need to disclose sensitive information such as medical details to a third party, we will only do so once we have obtained your explicit consent, or where we are legally required to. We may disclose information when necessary to prevent risk of harm to an individual.

The councils are required by law to protect the public funds they administer. We may use any of the information you provided for the prevention and detection of fraud. We may also share information with other bodies that are responsible for auditing or administering public funds, including the Cabinet Office.

### Providing accurate information

It is important that we hold accurate and up to date information about you in order to deliver appropriate services. If any of your details change please tell us as soon as possible so that we can update your records.

### We will not

- Use your information for marketing or sales purposes without your prior explicit consent.
- Send or store your data abroad
- Make decisions about you based on automated processing.

**How long will we hold your data for?**

We keep all records relating to council tax and business rates permanently.

**Your rights**

You are entitled to request a copy of any information about you that we hold.

If the information we hold about you is inaccurate you have a right to have this corrected and you have the right to request completion of incomplete data.

You have the right to request that we stop, or restrict the processing of your personal data, in certain circumstances. Where possible we will seek to comply with your request, but we may be required to hold or process information to comply with a legal requirement.

If you are dissatisfied with how the councils have used your personal information you have a right to complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk)

**Identity of Data Protection Officer**

Data Protection Officer – Oliver Dixon, Senior Lawyer

**Contact details**

1 Grove Road, Eastbourne BN21 4TW

Tel: 01323 410000

Email: [accesstoinformation@lewes-eastbourne.gov.uk](mailto:accesstoinformation@lewes-eastbourne.gov.uk)