

Council Tax, Business Rates, Housing Benefit and Council Tax Support

We will use the information you provide to administer Council Tax, Business Rates, Housing Benefit and the Council Support scheme.

We may check information you have provided or information about you that has been submitted by a third party.

Why we need it

The Council uses your personal information in order to:-

- Administer and enforce Council Tax under the Local Government Finance Act 1992;
- Administer and enforce National Non-Domestic Rates under the Local Government Finance Act 1988;
- Administer Housing Benefit and Council Tax Support under the Housing Benefit Regulations 2006, the Social Security Administration Act 1992; and, the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 and RBC Council Tax Support Scheme.
- Administer payment of local welfare schemes under The Welfare Reform Act 2012

What we do with it

Your personal information will be treated as confidential but it may be shared with other Council services in order to:

- Check the accuracy, which means that we may check your information with other sources within the council, or with other councils and Government Departments;
- Statutory requirements e.g. reporting to Government
- Service delivery
- Service improvement and planning
- Regulatory and enforcement functions
- Prevention and detection of crime
- Financial transactions
- Debt recovery
- Payment of benefit and take up
- Research
- Equality Monitoring
- Statistical Research
- Payment of Local Welfare Schemes
- The testing and development purposes of the Revenues and Benefits system.

We may pass information to a third party to support anonymised national statistical returns, verify data, prevent or detect crime and protect public funds. This may include checking with other sources within the Council, The Pension Service, Job Centre Plus, HM Revenues & Customs, the Office of National Statistics, Experian and the Valuation Office Agency.

The Local Authority sometimes needs information about people other than the person who has applied for a benefit or service to work out what that person is entitled to. For example, where a person makes a claim for Housing Benefit or Council Tax Support, we need information about other people who live in the same household to work out how much the person will be paid.

Why we are allowed to use your data?

The Legal obligation under various UK laws includes, but is not limited to:

- The Local Government Finance Act 1992
- The Local Government Finance Act 1988
- The Local Government Act 1972
- The Social Security Administration Act 1992
- The Social Security Contributions Act
- Housing Benefit Regulations 2006
- The Localism Act 2011
- The Equality Act 2010
- The Local Government Finance Act 2012
- The Regulation of Investigatory Powers Act 2000
- The Fraud Act 2006
- The Welfare Reform Act 2012
- Customer Support Grant – Welfare provision
- The Statistics and Registration Act 2007
- The Digital Economy Act 2017

Who we can share your data with using appropriate legal gateway or explicit consent;

- Judicial Agencies e.g. Courts, Tribunals
- Police
- Education Providers
- Internal council departments (e.g. empty homes, environmental health)
- Other Local Authorities
- Immigration Service
- Government Departments e.g. HMRC, DWP, DCLG
- Contractors providing revenues and benefits services (e.g. off-site processing, personal budgeting support, emergency food provision etc.) and IT services
- Elected Members
- Enforcement agents
- Credit Reference Agencies
- Office of National Statistics (ONS)

What you can expect from us

Rossendale Borough Council will use the information you have supplied in accordance with General Data Protection Regulations. We will only share your information where there is a legal obligation to do so or on accordance with the consent submitted on your declaration form. We will not disclose your personal information to third parties for marketing purposes.

How long we keep your information

We will keep your information for as long as it is required by us/other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons as per the schedule below. There will be instances where we need to keep data for longer than standard practice i.e. the re-banding of a property. This is to satisfy any banding appeals we may receive.

Type of record	Description of record	Retention and Disposal	Legislation or Regulations
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Council Tax Banding and Business Rates Valuations Lists	The valuation of property within a municipal district for the purpose of the making of the rate or Council Tax. Includes details of addresses & rateable values (non-domestic) & bandings (domestic)	From 01 April 1990 for Business Rates and from 01 April 1993 for Council Tax Valuation lists — Kept by Inland Revenue & RBC NNDR- Rating Lists kept by Valuation Office and RBC	Local Government Finance Act 1988 and 1992
Council Tax & Business Rates Correspondence	The activity of corresponding with tax payers and rate payers in relation to all matters. • Notices • Objections • Application • Correspondence • Notices of acquisition and disposition	All records are scanned into Document Imaging Process System. Destroy 7 years after last action. Paper records kept for 3 months then securely destroyed	Local Government Finance Act 1988 and 1992
Schedule of Liability Orders	Copies of schedule for Council Tax and Business Rates for recovery of non-payment. Includes name, address and amount owed.	All records are retained electronically. Destroy 7 years after last action.	Local Government Finance Act 1988 and 1992
Persons liable for Council Tax and Business Rates	Details of persons liable to pay Council Tax and Business Rates, with details of payments, discounts, empty periods, and reliefs.	As long as required to comply with legal and regulatory requirements.	Local Government Finance Act 1988 and 1992
Housing Benefit and Council Tax Reduction/Appeals	Recording of personal details and assessing eligibility for Housing Benefit and Council Tax Reduction including name, address, income, capital, rent, ID other household members etc. Records include appeals to the Tribunal Services and Valuation Officer.	Calendar Year + 6 Years after the year in which activity on the case ended, including any activity to recover overpayments. In all cases sufficient to satisfy requirements of Benefits Subsidy Audit.	Housing benefit Regulations 2006 Local Government Finance Act 2012
Discretionary Housing Payment/Council Tax Reduction Hardship Payments	Processing of discretionary housing payments and council tax reduction. Information held includes name,	Calendar Year + 6 Years after the year in which activity on the case ended.	Housing Benefit Regulations 2006 Local Government Finance Act 2012

	address, income, capital, rent, ID, other household members and information to back up the application.		
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To obtain details of any personal data we have about you, please contact the Council's Data Protection Officer (DPO): Email: legal@rossendalebc.gov.uk