West Lancashire Borough Council
Council Tax Privacy Notice

1. Who We Are

The Council Tax Team, which is part of the Revenue and Benefits Service delivered on behalf of West Lancashire Borough Council, take your privacy very seriously and will keep your personal data secure at all times.

We have a legal obligation to administer and collect Council Tax, the powers in respect of which are covered in a range of legislation but primarily within The Council Tax (Administration and Enforcement) Regulations 1992 as amended.

2. How We Use Your Data

We will use the personal data you have provided to bill, collect and if necessary recover your Council Tax liability. Where you have provided information about other household members we assume that you have done so with their full knowledge and consent.

3. Retention of Information

We will retain the personal data which we hold about you for 6 years after the end of your liability to enable any retrospective adjustments to be made if necessary, after which time it will be deleted from our systems and any hard copies will be disposed of securely.

4. Third Parties

We may also receive information from other sources including Central Government Departments and Agencies, other Borough Council Departments and other Local Authorities.

We may share your personal data as follows:

- With other Services of the Borough Council, the Police as well as other enforcement agencies as required to promote safeguarding, prevent fraud and identify/deter other criminal activity.

- Where there is a health or safety risk we may also share the personal data you provide with police, social and welfare services, health professionals, probation services, other council departments.

- In connection with court proceeding or statutory action to recover your outstanding Council Tax liability including Magistrates Court, appointed Enforcement Agents and specialist recovery organisations.
• We will provide your personal details to our Benefits Service if necessary to assess, calculate and award any resultant Council Tax Support entitlement.

• At your request we will provide your details to Allpay to allow you to use services to enable you to pay your Council Tax.

• We may provide your name, date of birth, address and date of liability to debt or tracing agencies if you have an outstanding debt.

5. Transfer of Data

We will not transfer your personal data to a country outside of the EU.

6. Automated Decision Making

We do not engage in automated decision making using your personal data.