

Service Area and contact details	
Service Area:	Finance
Contact Details:	nndr@newport.gov.uk
Privacy Notice Name:	Business Rates Privacy Notice
Source and categories of information being processed	
This section is only relevant if personal data has been obtained from a source <u>other than</u> yourself (the data subject).	
Newport City Council has obtained the following categories of your personal data:	
N/A	
We have obtained your information from:	
N/A	
Purpose and legal basis for using your information	
Here, we will explain the reason why we have collected your personal data and the reasons for processing.	
Our legal basis for processing your information:	
We have a statutory obligation to process your personal data	
Further details about our legal basis for using your information and the purpose of processing:	
We have a statutory obligation to establish liability for business rates. The relevant legislation is listed below;	
Local Government Finance Act 1988 Local Government Finance Act 1992 Local Government Act 2003	
For further information about our statutory obligation, please contact us using the details at the top of this privacy notice.	
The right to withdraw consent	
If we are relying on your consent to process your data, you have the right to withdraw your consent to this processing at any point. To do so, please contact the person named at the top of this privacy notice.	
<i>(only relevant to consent based processing)</i>	
You must provide us with the information we need to deliver the service, if there is either:	
a) A contractual obligation to do so, or b) A statutory obligation to do so.	
<i>(Only relevant if the lawful basis for processing is the performance of a contract or Public duty/task obligation)</i>	
The consequences of not providing the information are as follows:	

We may be unable to process Business Rates liability and, therefore, you may have an incorrect bill.
You may be over or undercharged if correct information is not available.
Your total liability could be incorrect if accurate information is not supplied

Special Category Data

(Only relevant if special category data is being processed)

Sometimes we process special category which is afforded more protection under the Data Protection Act. This is because special category data is deemed to be more sensitive. If we are processing your special category data then we need to establish a further lawful basis for processing, and we have highlighted this below:

There is substantial public interest

Your health/medical information. For some discounts and exemptions, we will need to ask you about your medical health history. This is necessary for the provision of this service. Please note that we will only ask for this information where it is appropriate.

Automatic decision making/profiling

(Only relevant if we are making an automated decision on a data subject)

Sometimes we use computers or technology to help us make decisions about the service we offer you. Below are the details of what decision making or profiling systems we have used, and how the decision was made:

We do not use automatic decision making or profiling to make decisions about you.

Who will have access to your personal information?

Newport City Council is the data controller and the Data Protection Officer is:

Digital Services Manager

Email: information.management@newport.gov.uk

Tel: 01633 656656

Other data controllers may also be responsible for your information, depending on the specific circumstances. Please contact the service area for further information.

The main users of your personal information are:

Income Collection Section staff to include:

Senior Revenues Officers,
Income Collection Officers,
Income Collection Assistants,
Inspector/Enforcement Officers
Customer Services Officers

We may share your information within Newport City Council:

Council Tax Department
Housing Benefit Department
Customer Services Department
Electoral Registration Services
National Land and Property Gazetteer
Business Services Department
Licensing Team
Waste Management Team
Empty Homes Team

Trading Standards Team

We may share your information with other, external organisations:

Welsh Government (anonymised statistics)
H M Revenue and Customs (HMRC)
Valuation Office Agency
Enforcement agencies
Newport Now Business Improvement District Company

Newport City Council may share your data with other organisations for the purpose of the prevention and detection of fraud. For further information about the National Fraud Initiative please click here;

<http://www.newport.gov.uk/en/Council-Democracy/About-the-council/National-Fraud-Initiative.aspx>

Sometimes we use the specialist help of other organisations/companies to process your data on our behalf. These companies are known as 'data processors'. In processing your data, we use the following data processors:

We do not use data processors to process your data.

**Details of any international transfers of your personal information:
(if applicable)**

We do not transfer your data internationally.

Requests for information

All recorded information held by Newport City Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act.

If you would like to request a copy of the personal information that we hold about you, you can request to have a copy of our **Personal Information Request Form** here:

information.management@newport.gov.uk

If you would like to submit a Freedom of Information Request/Environmental Information request to us, you can submit your request to us here:

www.newport.gov.uk/FOI

Your Rights

The Data Protection Act gives you a number of rights. Please note that not all of these rights are absolute and we will need to consider your request upon receipt. You have the right to request:

- a) to have your data rectified if it is inaccurate or incomplete;
- b) to have your data erased;
- c) to restrict the processing of your data;
- d) to exercise your right to data portability;
- e) to object to the processing for the purposes of direct marketing, profiling and automated decision making.

In all instances, please submit your request to:

information.management@newport.gov.uk

Complaints Procedure

If you are unhappy with the way Newport City Council is using your data, you have the right to complain to us. If you would like to do this, please contact us by sending an e-mail to this address;

information.management@newport.gov.uk

If you are not content with the subsequent outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Councils complaints procedure. The Information Commissioner can be contacted at:

The Information Commissioners Office,
Wycliffe House, Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

How long will we retain your information?

Details of retention period

We will retain your information in line with our Information Retention and Disposal Policy and will keep your information only for as long as it is needed, after which it will be deleted or destroyed.

**Direct Debit records are deleted 13 months after the last payment has been called for.
Records pertaining to liability and/or payments are retained as long as the account is active.**