

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

Service Area and contact details	
<b>Service Area:</b>	Finance
<b>Contact Details:</b>	<a href="mailto:counciltax@newport.gov.uk">counciltax@newport.gov.uk</a> Tel:01633 656656
<b>Privacy Notice Name:</b>	Council Tax 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).
<b>Newport City Council has obtained the following categories of your personal data:</b>
Property inspections: We may need to carry out an inspection if we have been advised that a property or properties are empty / undergoing alterations. This will involve the inspector taking photographs from outside the property to ascertain current usage. If we are invited into the property to make an internal inspection, photographs may be taken with the permission of the householder to verify the status of the property.
<b>We have obtained your information from:</b>
A Property Inspector, upon our instruction may attend to see if this is the case. This will enable us to accurately record and verify that the discounts and exemptions applied for or currently awarded are applicable to the property.

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.
<b>Our legal basis for processing your information:</b>
We have a statutory obligation to process your personal data
<b>Further details about our legal basis for using your information and the purpose of processing:</b>
We have a statutory obligation to establish liability for council tax. The relevant legislation is listed below;  Local Government Finance Act 1988 Local Government Finance Act 1992 Local Government Finance Act 2012  For further information about our statutory obligation, please contact us using the details at the top of this privacy notice.
<b>The right to withdraw consent</b>
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>
<b>You must provide us with the information we need to deliver the service, if there is either:</b>

- a) A contractual obligation to do so, or
- b) A statutory obligation to do so.

*(Only relevant if the lawful basis for processing is the performance of a contract or Public duty/task obligation)*

**The consequences of not providing the information are as follows:**

A financial penalty may be imposed for non-supply of information.  
We may be unable to process council tax 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.  
There is a statutory duty with time limits to notify the council of relevant changes that could affect your liability.

**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:

We have your explicit consent

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.

You are able to withdraw your consent at any time. To do so, please contact us using the contact details at the top of this privacy notice.

**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](mailto: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 and Customer Services Officers

**We may share your information within Newport City Council:**

Housing Benefit Department  
Customer Services Department  
Electoral Registration Services  
National Land and Property Gazetteer  
Education Admissions Team  
Housing Needs Team  
Licensing Team  
Planning  
Building Control  
Waste Management Team  
Empty Homes Team  
Civil Parking Enforcement Team  
Social Services

**We may share your information with other, external organisations:**

Welsh Government (anonymised statistics)  
H M Revenue and Customs (HMRC)  
Rent Smart Wales  
Valuation Office Agency  
Department of Work and Pensions  
Employers for Attachment of Earnings Purposes  
Enforcement agencies  
Other Local Authorities

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](mailto: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](http://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 you 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](mailto: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](mailto: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.