



## **Business Rates Transparency Notice**

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

### **1. Who we are.**

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: [dataprotection@wakefield.gov.uk](mailto:dataprotection@wakefield.gov.uk)

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative, Revenues and Benefits Service Manager. Contact details:

Telephone – 0345 8504 504

Email – [nndr@wakefield.gov.uk](mailto:nndr@wakefield.gov.uk)

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211

Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

### **2. How we use your data:**

As billing authority for the Wakefield District, Wakefield Council collects, processes and stores personal information about you in order to administer and enforce Business Rates. We also use the data in our Business Rates database for other purposes, including the performance of our statutory enforcement duties and the prevention and detection of fraud.

We usually only collect basic personal data about you, including your name, address, and contact details. However, if you apply for a relief or exemption, or there is a dispute about the Business Rates liability for your property, we may need to collect additional information.

We may sometimes obtain information about you from third parties (including previous owners, landlords and solicitors) where this is necessary in order to administer and enforce the collection of Business Rates

If you choose to pay by Direct Debit, we will also collect some financial information from you.

We may also share your information with other Council services in order to ensure our records are accurate and up-to-date, to improve the standard of the services we deliver, and to perform any of our statutory duties, including enforcement duties.

We are required by law to protect the public funds we administer, and may use your information for the prevention and detection of crime (including fraud and money laundering).

If you owe us money, we will always try to contact you first to make a formal arrangement to pay off any debt. However, where this is unsuccessful, or if you have a history of late payments, we may pass your information onto debt collection agencies to recover any money owed.

The Council sometimes works with third-parties to deliver certain services or carry out statutory functions on our behalf. Where this is the case, we may share your personal information with these third-parties for any of the purposes detailed above. We will always ensure that your information is kept secure, only used for these purposes and not disclosed further unless required by law.

Your personal data will be treated with the strictest confidence, and only accessible to those who need to access it for the above purposes. We have a data protection regime in place to oversee the effective and secure processing of your personal information, and also utilise appropriate technical safeguards to keep your information secure.

We will not share your information with any other organisations unless required to do so by law.

### **3. What authority does the Council have to collect and use this information?**

We collect and use your personal information in order to administer and enforce Business Rates under the Local Government Finance Act 1988 and Business Improvement Regulations 2004.

Processing of data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (GDPR Article 6 (1)(e))

### **4. How long will we keep your data?**

We will only keep your information for as long as it is required by us or other regulatory bodies in order to comply with legal and regulatory requirements or for other operational reasons. In most cases this will be a minimum of six years, and we are required to keep some data indefinitely.

### **5. Your rights and your personal data**

Under the GDPR you have the following rights:

**Right of Access**

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

**Right to Rectification**

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

**Right to Erasure**

In certain circumstances, you may have the right to request your personal data is erased.

**Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

**Right to Object to Processing**

In certain circumstances, you may have a right to object to the processing of your personal data.

**Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

**6. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.