**Privacy Notice – Council Tax Administration**

This notice is provided to explain what information the council needs in order to administer your Council Tax.

**Who is responsible for your information?**

All personal information is held and processed by West Lothian Council, having its headquarters at West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF, in accordance with data protection law.

**What information do we need?**

West Lothian Council will collect personal information about you and your household. This information may include:

- Details about you, your name, address, telephone number, email address, date of birth for 16 and 17 year olds and care leavers under 26 year old.

- Details about people living within your household to ensure you receive the correct statutory Council Tax discounts, exemptions and reductions that you may be entitled to.

- Other relevant information needed to administer your account such as:
  - your bank details if you pay by direct debit.
  - your bank and employment details if a summary warrant is granted against you for arrears as you are required to provide this information by law.

**Why do we need your information?**

We need this information to correctly bill, administer and collect your Council Tax liability.

**Who will we share your information with?**

To enable the council to bill, administer and collect Council Tax, we will share information where we are required by law and where there is a legal gateway to do so with partner organisations. We also need to ensure the proper administration of public funds so information will be checked for fraud prevention and detection purposes.

Partner organisations include:

- The Department for Work and Pensions (DWP) and HM Revenues and Customs (HMRC) for the purposes of Council Tax collection;
- Police Scotland and other United Kingdom police authorities;
- Scottish Government;
- Other Local Authorities.
- The Lothian Valuation Joint Board.
- Scottish Water.
- External enforcement, collection or tracing agents.
- National Fraud Initiative.
- Other Council Services involved in the provision of the Council Tax service.

We may also use data processors such as credit reference agencies to check entitlement to Council Tax reductions, for example single person discount.

Data matching will be used for the prevention and detection of fraud, including the processing of payments.

**How long do we keep your information?**

The council will only keep your information for as long as necessary. For the purposes detailed above this will normally be for a maximum period of six years, however, the period is extended to a maximum of twenty years, where your debt has been subject to a Summary Warrant. After this time your information will be securely destroyed.

**Providing accurate information**

It is important that we hold accurate and up to date information about you in order to bill, administer and collect your Council Tax and to ensure that you are awarded any reductions that you are entitled to. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

**Your rights and further information**

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

If you have any questions or concerns about how your information is used, please contact Collections Team, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF. You can also contact the Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email: dpo@westlothian.gov.uk. More information about data protection and how it applies to you, including how you can make a complaint, is available from the Information Commissioner's Office.