



## **Privacy Notice**

### **Business Rates and Business Improvement District Levy Administration (Sole Traders and Limited Liability Partnerships)**

This notice is provided to explain what information the council needs in order to administer Business Rates and Business Improvement District Levy.

#### **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 the data protection law.

#### **What information do we need?**

West Lothian Council will collect personal information about you, if you are a sole trader or Limited Liability Partnership. This information may include:

- Details about you, your name, address, telephone number, email address.
- Other relevant information needed to administer your account such as:
  - your bank details if you pay by direct debit
  - your bank 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 Business Rates liability and any Business Improvement District Levy.

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

To enable the council to bill, administer and collect Business Rates and Business Improvement District Levy, 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:

- Police Scotland and other United Kingdom police authorities;
- Scottish Government;
- Other Local Authorities.
- National Fraud Initiative (NFI).

- HMRC.
- The Lothian Valuation Joint Board.
- Scottish Water.
- External enforcement, collection or tracing agents.
- Other Council Services involved in the provision of the Business Rates and Business Improvement District service.
- Business Improvement District Companies (if you are liable for the levy)

In order to increase transparency around the use of public funds for Business Rates relief awards, information in relation to the award of rates relief is published quarterly on our website. This information includes the name of the ratepayer, property address (including property reference number), date relief was awarded and type of relief awarded.

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 6 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 administer your account and 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](mailto: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.