

## **PRIVACY NOTICE**

### **Revenues & Benefits Services**

#### **How we use your information in relation to Revenues and Benefits Services**

This privacy notice tells you what to expect when Castle Point Borough Council (CPBC) collects personal information in relation to your use of CPBC's Revenues and Benefits services.

#### **Purpose of processing and legal basis for processing your personal information**

The billing, collection and enforcement of local taxation and other miscellaneous debts as well as the assessment and payment of Housing Benefit and Local Council Tax Support is the statutory responsibility of the Borough Council

In order to enable CPBC to carry out its duty/obligations it is necessary for us to collect personal information from you to include your name, address, contact details and other personal information to support any application for a reduction in Council Tax/Non Domestic Rates or assessment of Housing Benefit/Council Tax Support.

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

We work with a range of other organisations to either store personal information or help us deliver our services to you. We may also share your personal information when we feel there's a good reason that's more important than protecting your privacy. As an example, we may share your information in order to find and stop crime and fraud.

Those that we share your information with are:

- Other CPBC Services
- Bodies investigating or processing claims
- Public sector agencies e.g. Department for Work and Pensions, HMRC, ONS, other local authorities and private sector companies such as credit reference agencies
- Bodies working to prevent fraud and supporting national fraud initiatives

#### **Retention period or criteria used to determine the retention period**

We will retain your personal information in accordance with the retention periods contained in the Council's Document Retention Policy.

<https://www.castlepoint.gov.uk/info-governance-policies>

#### **The sources the personal data originates from and whether it came from publicly accessible sources**

Personal information originates mainly from the customer but can be provided by other sources on an individual basis e.g. Letting Agents, Solicitors, Landlords, internal departments within the Council, or other third parties particularly when a property is occupied/vacated.

Information is also provided by other bodies to assist with the processing of applications for Housing Benefit/Local Council Tax Support or reduction in Council Tax/Non Domestic Rates as well as the prevention of fraud as below:

- Department of Work and Pensions
- Valuation Office Agency
- HM Revenue and Customs
- Jobcentre Plus
- Pension Service
- Credit Reference Agencies
- Other local authorities/County Council

### **Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data**

We have a statutory duty to provide these services to you and you are therefore expressly consenting to our use and disclosure of your personal information in the manner described in this privacy notice therefore the consequences of you failing to provide your personal information is that we can no longer comply with our statutory duty.

### **The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences**

Where this occurs we ensure through monitoring against CPBC's policies and procedures that the correct decision and outcome is verified.

### **Changes to this private notice**

We keep our privacy notice under regular review. This privacy notice was last updated May 2019.

### **How to contact us**

If you want to request information about our privacy policy you can email us: [infolegal@castlepoint.gov.uk](mailto:infolegal@castlepoint.gov.uk) or write to us at:

Civic Governance & Law  
Castle Point Borough Council  
Council Offices  
Kiln Road  
Thundersley  
Benfleet  
Essex SS7 1TF



### **CPBC's Data Protection Officer**

CPBC's Data Protection Office is Andrew Roby Smith and he may be contacted at the above address.