

Council Tax Support and Housing Benefits Privacy Notice

This Privacy notice explains how Newark and Sherwood District Council process personal data in relation to Council Tax Support and Housing Benefits.

Why we need to process your personal data

We collect and process your personal information for the following purpose(s):

- For the purposes of administering and maintaining claims for Housing Benefit, Council Tax Benefit, Council Tax Support or any other discretionary awards.
- To process and grant statutory and discretionary reductions, discounts and reliefs as applicable
- To process changes in circumstances
- To protect public funds by detecting and preventing fraud
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The type of personal data we process

In order to carry out these purposes, the information we collect and process includes:

- details about you such as your name, contact details, nationality, national insurance number, date of birth
- details about your household composition, income, allowances, savings and investments, including those of a partner, or any dependents
- financial information such as your bank details
- any relevant information needed to process your claim

Legal basis for processing

The legal basis for processing your personal information is:

- You, or your legal representative, have given consent
- Public Task (Article 6.1(e) of UK GDPR)
 - Performing or exercising obligations under law e.g. Local Government Finance Act 1992
 - Housing Benefit under Section 131 (1) of the Social Security Administration Act 1992 and associated Regulations.
 - Council Tax Benefit under Section 139 (1) of the Social Security Administration Act 1992 and associated Regulations
 - Council Tax Support scheme under S13A and schedule 1a of the Local Government Finance Act 1992 and associated Regulations
 - Discretionary Financial Assistance Regulations 2001 (the DFA regulations)

How we will process your personal data?

Your data will be securely held electronically by the Revenues and Benefits Team.

We will not keep your details for any longer than is necessary and when no longer needed, we will delete or destroy your details securely.

We will not transfer your data to countries outside the European Economic Area.

Who will we share your personal data with?

We may share information about you to third parties where permitted for the required purposes, or where required by law to do so for the prevention and detection of fraud and the protection of public funds. This may include government departments or agencies carrying out their public tasks, such as Department of Work and Pensions, Her Majesties Revenues and Customs, plus other local authorities and the Police in carrying out criminal investigations, and data matching via the National Fraud Initiative.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law.

Exercising your rights

Under the Data Protection Act 2018 and the UK GDPR you have the following rights:

- The right of access to your own personal data.
- The right to request rectification or deletion of your personal data.
- The right to object to the processing of your personal data.
- The right to request a copy of the information you provide us in machine-readable format.
- The right to withdraw your consent to any processing that is solely reliant upon your consent.

Should you wish to exercise any of your rights, you should contact the Data Protection Officer.

Email: privacy@newark-sherwooddc.gov.uk

Your right to complain

In the event that you wish to complain about the way that your personal data has been handled by Newark and Sherwood District Council, you should write to the Data Protection Officer and clearly outline your case.

If you remain dissatisfied with the way your personal data has been handled, you may refer the matter to the Information Commissioner's Office whose contact details are below:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
mail: casework@ico.org.uk