

Privacy Notice for Council Tax Support scheme consultation

Service description

Canterbury City Council is the billing authority, responsible for administering Council Tax for the district. As part of this duty, we must have a scheme to help people in financial need by reducing the amount of Council Tax those people are charged. We call this scheme “Council Tax Support.”

From time to time, the scheme will need updating, and we are consulting in advance of making the next scheme.

Processing activity

We will process personal data to invite people to participate in our consultation about Council Tax Support, to enable us to determine the next Council Tax Support scheme.

Anyone can take part in the consultation, and in your response we are not asking for information intended to allow us to identify you, so responses should be anonymous and therefore Data Protection, and any rights stemming from it, will not apply to such responses.

Information requirements

To invite participation in the consultation we need to process the following information:

- Names and addresses of customers currently receiving Council Support

In relation to responses to the consultation we need to process the following information:

- Your views on our proposals for the Council Tax Support scheme,
- Your interest in the matter (e.g. resident of district),
- If you are currently in receipt of Council Tax Support,
- Your age group,
- Your gender,
- Whether you consider yourself to be disabled,
- Your ethnic background.

Lawful bases

Our **lawful bases** for processing your personal information are:

- Legal Obligation

Our actions are based on our role as the billing authority for Council Tax for the district and our duty to consult per the [Local Government Act 1992 Schedule 1A Para 3](#).

In relation to Special Category Data our lawful basis is:

- Substantial Public Interest (UK GDPR A9(2)(g) as supplemented by DPA2018 s10(3) and (5), and Sch 1 Part 2 Para 6(2)(a) and Para 8.

Our actions are based on the duty mentioned above and the public sector equality duty created by the [Equality Act 2010 s149](#).

Your rights

Your rights depend on the lawful basis we are relying on. More information is [available here](#).

Data Processors

We will Snap Surveys Limited to collect consultation responses.

We use PartnershipOne Limited to help us with the administration of Council Tax, including the consultation on the Council Tax Support Scheme.

We use MicroSoft UK Ltd for business productivity products (e.g. Excel, Word, etc).

Data sharing

We do not intend to share your personal data with any other data controllers.

Retention

We will keep the responses to the consultation for 3 years from when the Council Tax Support Scheme, informed by this consultation, starts.

Further Information

Please refer to our Corporate Privacy Notice at www.canterbury.gov.uk/dataprotection for further details of how we process your personal information and your rights.