

PRIVACY NOTICE

Why we require your personal information and what we do with it

In order to administer non-domestic rates bills and determine, for instance, eligibility for non-domestic rates reliefs, we may require personal information relevant to your non-domestic property.

To increase transparency around the use of public funds for non-domestic rates relief awards, information associated with the awarding of the non-domestic rates reliefs will be published on North Ayrshire Council's website from 2021/22 (www.north-ayrshire.gov.uk).

This information may include:

- the liability holder (company or sole trader name)
- non-domestic property information (including relevant property reference numbers)
- the date of the relief award
- type of relief award
- gross and net bill

Information may also be analysed internally to help us improve our services.

Your data will be processed in accordance with the Council's Privacy Policy published on our website (www.north-ayrshire.gov.uk/privacy-policy.aspx). Your information will be held in accordance with our Records Management Plan, in compliance with the Public Records (Scotland) Act 2011 and held for the appropriate retention (length of time) as per the Council's Records Retention Schedule.

Legal basis for using your information

Processing your personal information may be necessary for the awarding of the relief. If you do not provide us with the information, we may not be able to provide this service to you.

In accordance with the Data Protection Act 2018, the Council must have a legal justification to process your personal information. For the purposes of administering Non-Domestic Rates to the property that you are liable for, the legal basis is Article 6, (1), (c) of the UK General Data Protection Regulation which states that processing is "necessary for compliance with a legal obligation to which the controller is subject".

Who we share your information with

We are legally obliged to safeguard public funds and will check your details internally for fraud prevention; we are also required to verify and check your details in accordance with the National Fraud Initiative. We may share this information with other public bodies (and receive information from these other bodies) for fraud-checking purposes. We are also legally obliged to share certain data with other public bodies, such as other local authorities, The Assessor or Her Majesty's Revenue and Customs and will do so where the law requires this.

In order to meet our legal obligations and to promote openness & transparency around the use of public funds and the awarding of non-domestic rates reliefs, you should be aware that the details of all relief awards will be published on North Ayrshire Council's website

The Scottish Government may also publish compiled lists of relief award recipients.

Information you have given us about other people

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to North Ayrshire Council. We will only use this information to process and administer your claim. If they want any more information on how we will use their information they can visit our website at www.north-ayrshire.gov.uk or email at dataprotectionofficer@north-ayrshire.gov.uk.

More information

For more information on how North Ayrshire Council handles your personal information and your information rights, please refer to our Privacy Policy which is available on our website at www.north-ayrshire.gov.uk/privacy-policy.aspx.