



From mountain to sea

Privacy Notice

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- The processing of information for the purposes of Billing and Collecting Council Tax

Your information is:

Being collected by Aberdeenshire Council	X
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The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data
Legal Obligations	X	

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information.

Where a person fails to provide information requested by Aberdeenshire Council an incorrect Council Tax charge may be levied against a chargeable dwelling, the Council may also raise a Civil Penalty Charge which would be a minimum of £50.

A £200 penalty may also be imposed where:

- I. A £50 penalty has already been imposed and the person has failed to provide the information requested.
- II. The levying authority repeats its request for information (regarding the liable person or debtor information) and the person fails to respond or the person knowingly supplies information that is false in a material particular.

In addition to the above, from April 2013 new powers were given to Local Authorities to impose £500 penalties when dealing with the long term empty properties this is in terms of The Local Government Finance (Unoccupied properties etc) (Scotland) Act 2012.

Repeated requests each attract a further £200/£500 penalty as described above.



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Your information will be shared with the following recipients or categories of recipient:

Department of Working Pensions, Sheriff Officer, Grampian Assessors, Police Scotland, Scottish Water, Third Party processor, Local Authorities, National Fraud Investigations, External Audit, HMRC

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Not Applicable

The retention period for the data is:

Normally 7 Years, but if legal action has been sought and a Summary Warrant granted, all information will be retained until the debt is paid in full.

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.