



From mountain to sea

# Privacy Notice

**Business Rates**

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](mailto: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 Business Rates**

Your information is:

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

<b>Personal Data</b>
Legal Obligations

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/business fails to provide information requested by Aberdeenshire Council an incorrect Business Rates charge may be levied against a property and result in additional charges being incurred if recovery action is taken against any outstanding amount

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

Grampian Assessors, Sheriff Officer, Local Authorities, Third Party Processor, Scottish Government, External Audit, HMRC.

For those ratepayers in receipt of rates relief(s), we are required to publish this information on a quarterly basis on our website.

We may share information provided to us with other bodies responsible for auditing or administering public funds, or where undertaking a public function, in order to prevent and detect fraud or crime.



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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:

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.