

# National non domestic rates and Hull business improvement district levy - privacy notice

## What we use your information for

We use personal information in the administration and collection of non-domestic rates and for the levy of payments on behalf of Hull Business Improvement District (BID) Limited.

## What information we hold and use

The types of information we hold and process includes -

- names, addresses and contact information
- dates of birth and national insurance number
- financial information and bank account details
- employer and employment data
- landlord information

## Legal basis for processing your personal data

Information is processed in order to comply with our legal obligations, and in the performance of tasks we carry out in the public interest.

Governing legislation is contained within -

- Local Government (Finance) Act 1988
- Local Government and Housing Act 1989
- Local Government Act 2003
- The Non-Domestic Rating (Collection and Enforcement)(Local Lists) Regulations 1989
- Business Improvement Districts (England) Regulations 2004

## How we collect information

Information is collected from -

- the business rate payer and their appointees/representatives
- Hull BID
- landlords
- other departments
- professionals at other organisations including the Valuation Service, Credit Reference Agencies, Enforcement Agents, solicitors

It is collected using -

- forms
- letters
- email
- telephone contact

- details held on computer systems

## Automated decision making

We may make automated decisions to end some time-limited discounts and exemptions, to include Small Business Rate Relief, following the result of a review undertaken by us in order to protect the public funds that we handle. You have the same rights to appeal as when an officer makes a decision.

## Who we share information with

We do not make your personal information available to companies for marketing purposes. Information is shared with other departments and external organisations where necessary to deliver public functions; it is shared where the law allows and in order to maintain accuracy, detect fraud and protect public funds. For example -

- Hull BID
- Her Majesty's Court Service
- The Valuation Office
- Enforcement Agencies

## Security and retention of your personal data

Personal data is stored within our secure computer network and offices that have controlled access. It is retained for as long as there is a business and legislative need for it, normally for the current year, plus 6 years following the end of liability.

## What rights you have

You have -

- a 'Right of Access' to see the information we hold about you
- a 'Right to Rectification' where you believe information we hold about you is incorrect or incomplete
- a 'Right to Restrict processing'
- a 'Right to object' to processing where certain circumstances apply

To exercise these rights you need to contact us as detailed below. For rectification, restriction or objection you need to provide the reasons for your request. Your personal information is not processed for individual automated decision making, or used for profiling of individuals for marketing purposes.

## Questions, complaints and comments

More details about how we use personal information can be found on our website. Information security breaches should be reported to us either by telephone on 01482 300 300 or email at [information@hullcc.gov.uk](mailto:information@hullcc.gov.uk)

Enquiries about how your personal data is processed can be directed to the teams -

FREEPOST RSJC-KKBE-ABXZ

Business rates  
Hull City Council  
PO Box 15  
Hull  
HU1 2AB

As a public authority we are required to have a Data Protection Officer. You may contact them for more information or with any concerns about how your personal information is being used –

Hull City Council  
Data Protection Officer  
Room 11  
The Guildhall  
HULL  
HU1 2AA

[information@hullcc.gov.uk](mailto:information@hullcc.gov.uk)

If you are not happy with the outcome of a complaint you have the right to complain to the regulator -

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire

Telephone - 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number