

## **Business Rates**

### **Information collected**

- Name
- Address (including occupation/vacation dates)
- Forwarding address
- Property owner's name & address
- Email address
- Telephone number
- Bank account details (where Direct Debit payer)

### **Agencies we might share your information with**

- Vigilant (Essex County Council)
- Magnet Solutions (Locta)
- FDM
- Her Majesty's Revenues and Customs
- Police
- Capita Software Services
- Enforcement Agents
- Ministry of Housing, Communities and Local Government
- Valuation Office Agency

### **Purpose for processing**

Colchester Borough Council has a statutory duty to collect Business rates and this is done under the Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989. Your information is stored securely in Capita Revenues and Benefits, our preferred IT Business Rates software management system.

### **Length of time we keep your information**

We may keep records relating to business rates dating back to 01/04/90. We keep your information as in some instances the Valuation Office Agency may alter rateable values of a hereditament which may impact on the amount of business rates owed to the Council. However, you do have the right to contact us and ask for your information to be removed where there is no obligation or statutory requirement for it to be kept. You can exercise this right by contacting [business.rates@Colchester.gov.uk](mailto:business.rates@Colchester.gov.uk).

### **Updates to this privacy notice**

We will continually review and update this privacy notice to reflect changes in our processes and procedures, as well as to comply with changes in the law. When such changes occur, we will revise the "last updated" date at the bottom of this notice. We encourage you to periodically review this notice and to be informed of how Colchester Borough Council is protecting your information.

The privacy notice was last updated on 14/05/18.