

## **Council Tax**

<b>1. What personal data is collected about you</b>	<ul style="list-style-type: none"><li>• Your full name and address of your property</li><li>• Any other required billing addresses</li><li>• Liability information and occupation dates</li><li>• Number of residents at the property</li><li>• Your date of birth</li><li>• Information about your personal circumstances for determination of discounts, exemptions and entitlements</li><li>• Your entitlement to and the amount of council tax scheme reduction</li><li>• Your bank details</li><li>• Information on any enforcement action taken against you or information required for enforcement such as employer details, benefit details and information gathered to trace absconded individuals.</li></ul>
<b>2. What special category data is collected</b>	Information concerning your health i.e. medical information if a claim is received for certain reliefs or discounts
<b>3. What are the reasons for processing this personal data</b>	The City of London is obliged to collect and enforce the payment of council tax in accordance with the Local Government Finance Act 1992 and relevant Regulations set by Central Government.
<b>4. What is the justification for processing this personal data</b>	We have a legal obligation to collect and if necessary enforce the payment of Council Tax.
<b>5. Who we might share this personal data with</b>	We will share your personal data with the following City of London Departments where there is a legitimate reason to do so:- <ul style="list-style-type: none"><li>• Department of Communities and Children’s services; Benefits Team, Social Services, Education Team, Housing Team</li></ul>

	<ul style="list-style-type: none"> <li>• Town Clerks Department; Electoral Services</li> </ul> <p>We will share your personal data with the following external organisations or Companies acting on behalf of the City of London:-</p> <ul style="list-style-type: none"> <li>• The Valuation office Agency as required for valuation of domestic properties</li> <li>• Other Local Authorities where this information is relevant to the collection and enforcement of council tax</li> <li>• Government Departments as required by law for statistical and other purposes such as the prevention and detection of fraud for example this can include Office for National Statistics, National Fraud Initiative.</li> <li>• Enforcement Agents appointed by the City in accordance with Council Tax legal enforcement processes</li> <li>• Police and other law enforcement agencies where there is a legitimate requirement to protect the public, or for the purpose of prevention or detection of crime.</li> </ul> <p>We will also share information with the City's Internal and External Audit teams to ensure compliance with regulations and financial accounting practices.</p>
<p><b>6. How long we keep this personal data for</b></p>	<p>System records are currently held from 1 April 1998</p> <p>In accordance with statutory regulations the council tax records can be changed from the start of the current Valuation List i.e. from 1 April 1993.</p> <p>We currently hold correspondence from 2002.</p> <p>Retention periods are being reviewed.</p>

<p><b>7. Situations when personal data might be sent to other countries</b></p>	<p>We will issue bills and correspondence abroad as required to administer the collection of council tax.</p> <p>All data is held on City of London Servers or on City of London cloud-based applications situated within the United Kingdom.</p>
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**For billing and collection of commercial/operational rents, service charges and other property related charges (not residential rents), and miscellaneous income arising from services provided by the City Corporation**

<p><b>1. What personal data is collected about you</b></p>	<ul style="list-style-type: none"> <li>• Your full name and contact details (address, telephone number, e-mail address)</li> <li>• Your bank account details</li> </ul>
<p><b>2. What special category data is collected?</b></p>	<p>None</p>
<p><b>3. What are the <i>reasons for processing this personal data</i></b></p>	<ul style="list-style-type: none"> <li>• to create and issue invoices</li> <li>• to collect and allocate monies</li> <li>• to chase non- payment</li> <li>• to inform of changes to standard charges</li> </ul>
<p><b>4. What is the justification for processing this personal data</b></p>	<p>We will only process your personal data if the processing is necessary for the performance of a task carried out in the <b>public interest</b>, the processing is necessary for the purposes of our <b>legitimate interests</b> or if we have a <b>contract</b> in place with you.</p>
<p><b>5. Who we might share this personal data with</b></p>	<ul style="list-style-type: none"> <li>• Users of the Oracle system i.e. billing departments within the Corporation and London Councils (ALG) and Sir John Cass school</li> <li>• On a case by case basis with Council tax/business rates section and law enforcement agencies</li> <li>• Data processors</li> </ul>

	<ul style="list-style-type: none"> <li>• internal/external audit</li> <li>• Customers bank (Direct debit collection)</li> </ul>
6. How long we keep this personal data for	<p>Paper records are kept for 6+1 years with the LMA.</p> <p>The retention policy for the Oracle system is being reviewed.</p>
7. Situations when personal data might be sent to other countries	None

## **Non-domestic Rates**

<b>1. What personal data is collected about you</b>	<ul style="list-style-type: none"> <li>• Your full name and address of your property</li> <li>• Any other required billing addresses</li> <li>• Liability information and occupation dates</li> <li>• Other information to determine entitlement to reliefs and exemptions in accordance Non-Domestic Rating Regulations.</li> <li>• Your bank details</li> <li>• Information on any enforcement action taken for non-domestic rates</li> </ul>
<b>2. What special category data is collected</b>	None
<b>3. What are the reasons for processing this personal data</b>	The City of London is obliged to collect and enforce the payment of non-domestic rates in accordance with the Local Government Finance Act 1988 and relevant Regulations set by Central Government.

<p><b>4. What is the justification for processing this personal data?</b></p>	<p>We have a legal obligation to collect and if necessary enforce the payment of Non-Domestic Rates.</p>
<p><b>5. Who we might share this personal data with</b></p>	<ul style="list-style-type: none"> <li>• The Valuation office Agency as required for valuation of non-domestic properties</li> <li>• other City of London Departments where there is a legitimate reason to do so</li> <li>• other Local Authorities where this information is relevant to the collection and enforcement of non-domestic rates</li> <li>• the Churches are provided with data to enable them to make, levy and collect a voluntary church rate</li> <li>• Government Departments as required by law for statistical and other purposes</li> <li>• Enforcement Agents appointed by the City in accordance with legal enforcement processes</li> <li>• Police and other law enforcement agencies where there is a legitimate requirement to protect the public, or for the purpose of prevention or detection of crime.</li> <li>• We will also share information with the City's Internal and External Audit teams to ensure compliance with regulations and financial accounting practices.</li> </ul>
<p><b>6. How long we keep this personal data for</b></p>	<p>System Records are currently held from 1995.</p> <p>We currently hold correspondence from 2002. This retention period is being reviewed.</p>
<p><b>7. Situations when personal data might be sent to other countries</b></p>	<p>We will issue bills and correspondence abroad as required to administer collection.</p> <p>All data is held on City of London Servers or on City of London cloud-based applications situated within the United Kingdom</p>

## City Procurement

<b>1. What personal data is collected about you</b>	<ul style="list-style-type: none"><li>• Supplier name, address, bank details, email, phone number.</li><li>• Bidder information collected during tendering and contract award process including: contact details, employment records, TUPE information, CVs, education records, photographs, salary information. TUPE information can include employee number, current salary, length of service, hours of work, overtime arrangements, annual leave entitlement; sick leave entitlement; maternity/paternity arrangements; factors affecting redundancy payments, outstanding industrial injury or other claims; loans, pension arrangements; nature of job; disciplinary action taken against employee; grievance procedures taken by employee against the organisation; previous and future court or tribunal cases by employees against the organisation; and collective agreements.</li><li>• Declarations of interest from consultants involved in procurement activities.</li><li>• Departments at the City Corporation may collect information relating to DBS checks as part of the contract management process.</li></ul>
<b>2. What special category data is collected about you</b>	TUPE information may include age and gender.
<b>3. Reasons why we use your personal data</b>	Service delivery: to carry out the procurement process; supplier setups; payment of invoices; contract award; contract management; and publication of spend required by the Transparency Code 2015.

<p><b>4. Why we are allowed to use your personal data</b></p>	<p>To carry out a public task.</p> <p>To comply with a legal obligations (Bribery Act 2010 &amp; Regulation 24 PCR 2015) (for Declarations of Interest).</p>
<p><b>5. Who we can share your personal data with</b></p>	<p>Bank details are not shared with third parties unless for payment purposes in which case it will be shared with the bank. Supplier names may be shared to applicants under Freedom of Information requests. Expenditure over £500 is published on the CoL website as required under the Transparency Code 2015. TUPE information can be shared with bidders.</p>
<p><b>6. How long we keep your personal data for</b></p>	<p>Bidder information is kept for 3 years from the date of contract award. TUPE information is kept for 6 years after the contract expiry date. The Oracle system currently keeps records of supplier setups indefinitely. Invoices are kept for 7 years. Contracts valued below £250,000 for goods and services and below £400,00 for works are kept for 6 years after the contract expiry date. Contracts valued above £250,000 for goods and services and above £400,00 for works are kept for 12 years after the contract expiry date. Records of expenditure above £500 required under the Transparency Code is kept for the current year and the previous 2 years. Contract management information is kept for 2 years after the contract expiry date. Information relating to DBS checks is kept for 6 years. Records of declarations of interest are kept for 6 years.</p>
<p><b>7. Situations when your personal data might be sent to other countries</b></p>	<p>Not applicable.</p>

## **City Procurement - Social Value Panel**

<b>1. What personal data is collected about you</b>	<ul style="list-style-type: none"><li>• Name address</li><li>• Email address</li><li>• Phone number</li><li>• Signature</li><li>• Photographs</li></ul>
<b>2. What special category data is collected about you</b>	None.
<b>3. Reasons why we use your personal data</b>	Co-ordination and administration of the Social Value Panel meetings. Also, to raise the profile of the Social Value Panel via procurement innovation award applications.
<b>4. Why we are allowed to use your personal data</b>	Necessary to comply with a legal obligation.
<b>5. Who we can share your personal data with</b>	Internal stakeholders and the Chartered Institute of Purchasing and Supply (for award application purposes to raise the profile of the work of the Social Value Panel).
<b>6. How long we keep your personal data for</b>	6 years.
<b>7. Situations when your personal data might be sent to other countries</b>	Not applicable.



## **Support Services to the Chamberlain's Department**

<b>1. What personal data is processed</b>	<ul style="list-style-type: none"><li>• Your name</li><li>• contact details such an email address, address and telephone number</li></ul>
<b>2. What special category data is collected</b>	None
<b>3. What are the reasons for processing this personal data</b>	To provide secretarial and administrative support to Chamberlain's Senior Leadership Team, this could be for arranging meetings, phone calls or sending emails.
<b>4. What is the justification for processing this personal data</b>	We have your consent
<b>5. Who we might share this personal data with</b>	Your personal data is not shared with any third party.
<b>6. How long we keep this personal data for</b>	Your personal data is only kept for as long as it is necessary to provide a support service to the Chamberlain's department. If we no longer need to contact you, your personal data will be deleted.

7. Situations when personal data might be sent to other countries	None
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## **Insurance and Risk Management Team**

1. What personal data is processed	<ul style="list-style-type: none"> <li>• Your name.</li> <li>• Your contact details i.e. address, email address, telephone numbers</li> <li>• Any other personal data relevant to the nature of the advice sought or a claim being made i.e. National Insurance Number, photographs, CCTV footage.</li> <li>• We may also process information you have volunteered to be in the public domain and other industry- wide sources.</li> </ul>
2. What special category data is collected	Special category data may be held about you where necessary, for example where relevant to a claim.
3. What are the reasons for processing this personal data	<ul style="list-style-type: none"> <li>• To provide insurance and risk management advice and assistance.</li> <li>• To perform legal and contractual functions e.g. to manage claims, comply with insurance contract conditions and the Insurance Act 2015.</li> <li>• To answer Freedom of Information &amp; Subject Access requests.</li> </ul>
4. What is the justification for processing this personal data	<ul style="list-style-type: none"> <li>• Processing is necessary for the performance of a task carried out in the public interest.</li> <li>• Processing is necessary for the performance of a contract.</li> <li>• We have a legal obligation.</li> </ul>

	We process special category data where it is necessary for the exercise or defence of legal claims.
<b>5. Who we might share this personal data with</b>	<ul style="list-style-type: none"> <li>• Insurers, external claims handling agents, loss adjusters.</li> <li>• Other legal advisors e.g. Counsel and external solicitors.</li> <li>• Insurance Brokers and Risk Management advisors.</li> <li>• Local and national fraud initiatives and data matching under these initiatives.</li> <li>• Departments within the City of London Corporation.</li> <li>• The City of London Police.</li> <li>• The Courts, judges, Crown Prosecution Service, Employment Tribunals. and other Parties in litigation proceedings, including medical professionals and expert witnesses.</li> <li>• Internal and external auditors.</li> </ul>
<b>6. How long we keep this personal data for</b>	We will retain and process your personal information for as long as necessary to meet the purposes for which it was originally collected. These periods of time are subject to legal, accounting, or reporting requirements and to enable us to detect and prevent fraud.
<b>7. Situations when personal data might be sent to other countries</b>	There may be situations where your personal data is transferred outside of the EU for example in litigation cases or where a third-party service provider is based outside of the EU.