



Rutland
County Council

Rutland County Council
Catmose
Oakham
Rutland
LE15 6HP

telephone: 01572 722 577
fax: 01572 758 307
email: enquiries@rutland.gov.uk
web: www.rutland.gov.uk
DX: 28340 Oakham

Third Party Consent Form

Your name/s	
Your address	
Reference Number/s	

I give my permission for Rutland County Council DC to discuss my Council Tax / Business Rates / Council Tax Support / Housing Benefits (delete as appropriate) with the person or organisation named below:

Third party name	
Third party address	
Password to be quoted	
Notices/bills to be sent to this address?	Yes / No (delete as appropriate)

I understand:

- That this consent will continue unless I advise otherwise
- I will not disclose the password to anyone else
- My third party will not disclose the password to anyone else
- If I know or suspect that the password has been disclosed I will contact the Council as soon as I become aware to agree a new password
- No information will be passed to the third party without the password
- If I wish to cancel this arrangement I must do so in writing to the Council

Signature:	Date
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If applicable-

Partners Signature:	Date
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Please read the processing notice overleaf





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In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), which comes into effect in May 2018, we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by phone on **01572 722577**, via email to dataprotection@rutland.gov.uk or by writing to us at **Data Protection, Catmose House, Oakham, Rutland LE15 6HP**

Your information will be used so that we can administer your council tax account and collect council tax from you in accordance with the requirements of the Local Government Finance Act 1992 (and any subsequent legislation and regulations which apply)

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may also share it with other local authorities, civil enforcement agents and other organisations to make sure that your information is accurate; to prevent or detect crime and to pursue debtors to protect public funds. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent. We will keep your data for seven years. This is in accordance with current legislation.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website (<https://www.rutland.gov.uk>)

- *The right to be informed.*
- *The right of access.*
- *The right to rectification*
- *The right to erasure*
- *The right to restrict processing*
- *The right to data portability*
- *The right to object*
- *Rights related to automated decision making, including profiling'*

Rutland County Council would like to contact you to provide you with information on other Council Services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.