

Your Council Tax account is a private and confidential matter and, as such, we will not discuss your account with anybody who is not suitably authorised.

This can cause problems for some people who rely on the help of a friend or relative, but we can overcome this.

Form of Authority

This simply means that you allow us to talk or write to somebody else on your behalf. You are still in charge of your account and are responsible for it being correct, and for telling us of any changes that you may have.

This would be useful if, for example, you had a query on your account, but you are not able to come into the office, or do not like using the 'phone. If you authorise us to discuss your account with a particular friend or relative, they can 'phone us or come into the office on your behalf.

Account Reference Number:	
Liable Person:	
Liable Address:	
Postcode:	
I/We hereby authorise East Herts Council and/or Stevenage Borough Council to disclose information regarding my account to:	
Name:	
Address:	
Postcode:	
Liable Persons signature:	
Relationship to Liable Person:	
Contact number:	Password:

Please complete and return this form as soon as possible to:
The Revenues Service, Council Offices, Wallfields, Hertford SG13 8EQ

Fair Processing Notice - How we collect and use information

We will use the information you give in this form, and in any supporting evidence you send us, to process and calculate your council tax. We will normally keep your records for up to seven financial years, and then they will be destroyed securely.

We may pass the information to other agencies or organisations such as the HM Revenues and Customs, as allowed by law.

We may check information you have provided, or information about you that someone else has provided, with other information we hold. We may also get information about you from certain third parties, or give them information, to:

- Make sure the information is accurate, and
- Prevent or detect crime, and
- Protect public funds.

These third parties include government departments, local authorities and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

The Council is the data controller for the purpose of the Data Protection Act. If you want to know more about what information we have about you, or the way we use it, please ask us.

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