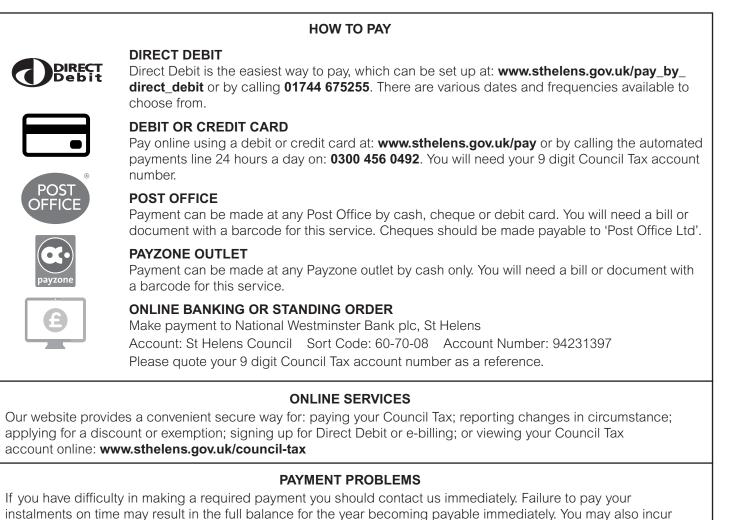
IMPORTANT INFORMATION - IS YOUR BILL CORRECT?

Please check the information shown overleaf is correct. You should notify the Council promptly if you are no longer entitled to a discount or exemption or have a change in circumstance which may affect the level of Council Tax you should pay. This should be done within 21 days of becoming aware of a change. Failure to do so may result in a fine, penalty or prosecution.



summons costs and other fees.

Free, independent money and debt advice is available from:

Citizens Advice St Helens - 0808 278 795 National Debtline - 0808 808 4000 Money & Pensions Service - 0800 138 7777 StepChange - 0800 138 1111

Please contact us if you require a different instalment plan or wish to extend your instalments so that they are payable over the full financial year.

Data Protection Privacy Notice

St Helens Borough Council is responsible for the assessment and collection of Council Tax in accordance with the Local Government Finance Act 1992 and relevant legislation. Information collected will be treated as confidential and will be held securely. It will be processed by St Helens Borough Council and its authorised contractors in accordance with data protection legislation. Council Tax liability and collection information is retained for financial and audit purposes from April 1993. Application forms and other information that you provide in respect of Council Tax liability will be retained for up to six years.

The Council has a duty to protect public funds and to prevent and investigate allegations of fraud and error. The Council participates in fraud initiatives, including the National Fraud Initiative, and may verify the data we hold with other organisations, including other local authorities and credit reference agencies.

We will only disclose information to other bodies where it is allowed by law. This may include: a representative (when you have given consent); debt collection and tracing agents; local and central government; ombudsman and regulatory authorities; courts and tribunals; and law enforcement and prosecuting authorities. As a Data Subject you have certain rights, including to access certain information we hold and to request that inaccurate or incomplete information is corrected. For further information regarding this data protection notice please visit: **www.sthelens.gov.uk/council-tax** or contact the Data Protection Officer at: dataprotection@sthelens.gov.uk.