



C O'CALLAGHAN  
DEPUTY CHIEF EXECUTIVE (FINANCE&LEGAL)  
St Albans District Council  
District Council Offices  
Civic Centre, St Peters Street  
St Albans, Herts AL1 3JE  
Telephone: (01727) 866100  
Please ask for the Council Tax Section  
Fax: (01727) 819467

Date:

Account Reference:

### **COUNCIL TAX APPRENTICES**

A claim has been made for discount in Council Tax because \_\_\_\_\_ is an apprentice in your employ. The Council Tax Regulations state that an apprentice must comply with the following:

#### **Discount Order Schedule 1, Part 1**

1. A person is an apprentice on a particular day if, on that day he is:
  - a) employed for the purpose of learning a trade, business, profession, office, employment or vocation.
  - b) for that purpose undertaking a programme of training leading to a qualification accredited by the National Council for Vocational Qualifications or the Scottish Vocational Education Council, and
  - c) employed at a salary or in receipt of an allowance or both, which are in total:
    - i) substantially less than the salary he would be likely to receive if he had achieved the qualification in question, and
    - ii) no more than £195 per week (*please provide confirmation of salary/wage*)
2. A person is undertaking a programme for the purposes of sub-paragraph (1) on a particular day, if the day falls within the relevant period of that programme.

#### **DECLARATION TO BE SIGNED BY EMPLOYER:**

I, the undersigned, declare that \_\_\_\_\_

is employed by \_\_\_\_\_

Name of Trade/Profession \_\_\_\_\_

Intended Qualification \_\_\_\_\_

Start/End Date of Apprenticeship \_\_\_\_\_

Education Establishment \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Company Tel No \_\_\_\_\_

I confirm that I have read the privacy notice overleaf.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Position in Company \_\_\_\_\_

Company Stamp

This information fulfils the criteria discount order schedule 1, part 1 & 2 above for Council Tax purposes.

## Privacy Notice

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect.

### What personal information do we collect?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation (Art. 6(1)(c) of General Data Protection Regulation). This means we collect the personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting the personal information for the purposes of Council Tax.

### How will we use the information?

We use the information to process Council Tax. We will only share the information to enable us to deal with this matter.

We may share the information with other council departments, enforcement agents, landlords and agents. We may be required to share your personal information with the Police, Internal Audit or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

### How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

### Individuals' Rights

Data subjects have a right to request a copy of the personal information that we hold about them. If you or the data subject would like a copy of some or all of the personal data held by the Council, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

You can find out more about your rights on our website: <https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notice/Individual%20Rights%20GDPR%20Website%20Notice.pdf>.

### Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <https://www.stalbans.gov.uk/cookies>.

### Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found here: <https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notice/GDPR%20Personal%20Data%20Policy.pdf>. We review this policy annually.

### Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 819209 for our Complaints Team.

### How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle the information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

### Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.