



# HARBOROUGH DISTRICT COUNCIL

Revenues and Benefits Service, PO Box 10004, HINCKLEY, LE10 9EJ

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Date of Issue

Property Reference

Account Reference

Regarding Address

## COUNCIL TAX - DETENTION DISREGARD

Please complete and return this form in the enclosed prepaid envelope

(1) Name of detainee (BLOCK CAPITALS)

(2) Prison Service Number

(3) Previous address

(4) Is/Was this person held at your establishment? YES  NO

(5) Date when first taken into custody  /  /

(6) Date of release from custody (actual or anticipated)  /  /

If applicable, the earliest date on which the above named might be released on parole  /  /

(7) Is/Was the prison sentence for the non-payment of Council Tax or a fine? YES  NO  PARTLY

(8) Any other information (include new address if known). Also include details if 'PARTLY' ticked for (7)

(9) Form completed by (BLOCK CAPITALS)

Signed

Date

(10) Prison Service Establishment (BLOCK CAPITALS)

Prison Stamp

**How we will use your information** Your information will be used so that we can administer your account and collect Council Tax from you in accordance with the Local Government Finance Act 1992. Under Article 6(1) (e) of the General Data Protection Regulations, we are permitted to use data for our tasks; data protection law describes this legal basis for handling your information. It will be used by Harborough District Council and our partners to deliver and improve services and fulfil our statutory duties. We will not disclose any personal information to any other third parties unless required or allowed to do so by law. For further information about how your information is used and your rights to access information we hold about you, please contact Harborough District Council, The Symington Building, Adam & Eve St, Market Harborough LE16 7AG. Tel: 01858 828282. email: [FOI@harborough.gov.uk](mailto:FOI@harborough.gov.uk) or view our online privacy notice at <http://www.harborough.gov.uk/information>