

7. Data Protection Notice and Signature

The information you have provided on this form (and from supporting evidence – where applicable) will be used by Angus Council (the 'data controller' for the purposes of the Data Protection Act 1998) in order to instruct your bank to make payments directly from your account. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed. The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

Your details will be shared with your bank/building society for the purposes of setting up this request and they will use your information for the same purposes as the Council.

You have the right to request access to personal information that the Council holds about you and to have any inaccuracies corrected. If you wish to do this please contact the Head of Law and Administration on (01307) 461460 or email LAWADMIN@angus.gov.uk.

DECLARATION

I confirm that the information that I have provided is correct to the best of my knowledge and authorise Angus Council to use my information for the above purposes.

Signature(s).....

..... Date

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit, Angus Council will notify you 4 working days in advance of your account being debited or as otherwise agreed. If you request Angus Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by Angus Council or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society - If you receive a refund you are not entitled to, you must pay it back when Angus Council asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.