



Finance and Corporate Resources

Council Tax – discount or exemption for a care worker

You can complete this council tax discount or exemption certificate for a care worker in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. If you require help in completing the application form, please contact our call centre on 0303 123 1011 or email counciltax@southlanarkshire.gov.uk. If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk

We will use the information you give us to administer Council Tax and Council Tax reductions.

We ask for your email address and phone number(s) in case we need to contact you about your account.

Your rights

You have the right to ask us to:

- tell you that we are using personal information about you, tell you what that information is and who we have shared it with. You can also ask for a copy of the information we have about you. This is called the right of access
- correct any wrong or misleading information personal information that we have about you. This is called the right to rectification
- stop using any or all of your personal information. This is called the right to object
- delete or destroy your personal information under certain circumstances. This is called the right to erasure
- stop using your personal information until we can correct your personal information, give you our reasons for using your personal information or stop us deleting your personal data if you need it in connection with any legal claims. This is called the right of restriction
- pass your personal information to someone else under certain circumstances. This is called the right to data portability

For more information on how we use and handle your information and rights and how to exercise them or how to make a complaint you can ask for a copy of the council's explanation from our Data Protection officer by emailing dp@southlanarkshire.gov.uk or see www.southlanarkshire.gov.uk/privacy

Name of carer

Address where care is provided

Name of person being cared for

From what date has the above-named person provided care at this address

Average number of hours care provided per week

Gross weekly wage

I confirm that their residence is provided for the better performance of their work

Signed

Position

Date

Phone number

Employer's stamp