



## Finance and Corporate Resources

### Council Tax – discount or exemption for long term care

You can complete this council tax discount or exemption certificate for long term care 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](mailto: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](mailto: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 us for a copy of the information we have about you. This is called the right of access
- correct any wrong or misleading personal information we have about you. This is called the right to rectification
- stop using any or all 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](mailto:dp@southlanarkshire.gov.uk) or see [www.southlanarkshire.gov.uk/privacy](http://www.southlanarkshire.gov.uk/privacy)

This certificate must be completed and signed by the patient's doctor or health professional **if** care is being provided in a **hospital or nursing home**.

**Name of patient**

**Name of hospital or nursing home**

**Date patient was admitted**

**Is the patient's stay likely to be permanent? Please answer yes or no. If yes, tell us the date the patient became a permanent resident.**

**Please detail the care or treatment they are receiving**

**Doctors name**

**Doctor's signature**

**Phone number**

**Date**

**Establishment stamp**