



# Data Protection Policy

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Version Control

Version	Date	Updated by	Approved
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# Introduction

The Assessor, Electoral Registration Officer and Central Scotland Valuation Joint Board (CSVJB) to be able to provide their statutory duties need to collect, store, process and when required share information or data about people with whom it has contact to carry out its public functions and/or meet its statutory obligations.

CSVJB may need to hold personal data on a wide variety of individuals such as Council Taxpayers, Ratepayers, past and present staff members and prospective staff as well as suppliers of goods and services to fulfil its commitments.

CSVJB recognises that it is essential to deal both legally and competently with personal data while conducting its day-to-day business. This creates a level of confidence between CSVJB and the people whose information it holds and demonstrates that CSVJB respects the privacy of those individuals.

This policy is not a standalone document and should be read in conjunction with other related policies, procedures and guidance. This policy applies to all CSVJB employees, including members of CSVJB.

## Purpose

The purpose of this policy is to ensure that CSVJB fully adheres with its legal obligations as set out in the UK General Protection Data Regulation (GDPR) and other Data Protection Legislation in relation to the protection of personal data that it processes about any individual.

In complying with the Principles of Data Protection as laid down by the UK GDPR, the Assessor, ERO and CSVJB not only protects itself but also staff, customers and others who have had contact us.

However, both the Assessor, ERO, CSVJB and individuals may be held accountable by the [Information Commissioner's Office](#) (ICO), the body which oversees the data protection laws.

## Data Protection Principles

The General Data Protection Regulation sets out the key seven principles for the processing of personal information which are legally binding on the Assessor, ERO and CSVJB.

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

# Commitments

- We will ensure that proper policies and procedures are in place to ensure compliance with data protection legislation and in line with guidance issued by the Information Commissioners Office (ICO), in particular the areas of Information Security and Records Management.
- We will ensure that all staff who handle personal data understand their responsibilities under data protection legislation and receive appropriate training annually.
- We will ensure that our information technology systems protect the availability, integrity and confidentiality of personal data.
- We will ensure that we consider data protection by design and default, in particular using data protection impact assessments (DPIA) where processing is likely to result in high risk of rights and freedoms.
- We will ensure that we tell data subjects what we do with their personal data, by the use of privacy notices.
- We will ensure that we have procedures in place to deal with subject access requests in line with the data protection legislation and that we uphold the rights of data subjects.
- We will ensure that we only share personal information/data with other organisations when appropriate and it is shared safely and securely.
- We will ensure that we include appropriate clauses in contracts with third parties where they process personal data on our behalf.
- We will ensure that any data breaches are handled in line with data protection principles and the Information Commissioner's Office (ICO) guidance on data security breach management. All breaches are recorded and serious breaches reported to the ICO.

# Glossary

## Data

Recorded information of any kind, including information held in a form which can be processed by computer.

## Personal data

Data relating to an identified or identifiable natural person. An “identifiable natural person” is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an ID number, location data, an online identifier or to one of more factors specific to that natural person (eg physical, genetic, cultural, social). Personal data can include an expression of opinion about the individual.

## Data controller

A person who determines the purpose for which, and the manner in which, any personal data are, or are to be, processed.

## Processing

Includes obtaining, recording, holding, using, adapting, altering, disclosing, deleting or erasing.

## Data subject

An individual who is the subject of personal data.

## Subject access request

A written request by an individual to a data controller under the Act, usually for any personal data processed by the data controller of which s/he is the data subject. Data protection by design and default A privacy-focused approach - data controllers design appropriate technical and organisational measures (a) to implement the data protection principles in an effective manner, and (b) to integrate into the processing itself the safeguards necessary for that purpose.

## Data protection impact assessment

A documenting process to systematically describe and analyse intended processing of personal data, helping to identify and minimise data protection risks at an early stage.

## Privacy notice

Information made available or provided to individuals when information is collected about them, including why it is collected, how long it is kept and whether it is shared with anyone else.