

Privacy Notice

How we use your information

This privacy notice explains how the Assessor for Fife Council collects and uses personal information about you to deliver services efficiently and effectively.

The Assessor for Fife Council uploads information to the Scottish Assessors' Portal website which is a single information source for Valuation Roll, Council Tax Valuation List and Electoral Registration information for the whole of Scotland. When you visit the Scottish Assessors' Portal website: www.saa.gov.uk, usage information is collected and analysed to help Assessors improve the internet service provided.

Assessors

There are fourteen Assessors in Scotland each responsible for the statutory functions of compiling and maintaining the Valuation Roll and the Council Tax Valuation List for specific valuation areas. It is the Valuation Roll and the Council Tax Valuation List which form the basis for the levying of Non-Domestic Rates and Council Tax by Scotland's Local Authorities. Scotland's thirty two Local Authority areas are divided into fourteen valuation areas. Four valuation areas are covered by a single Local Authority and ten valuation areas are covered by Joint Boards. It is the responsibility of the single Local Authority or the Joint Board to appoint an Assessor. The Assessor for Fife Council is responsible for the valuation area of Fife Council.

To deliver her statutory functions, the Assessor for Fife Council requires to collect, process and hold information. The Data Protection Act 1998 allows the collecting and processing of Personal information in these circumstances.

All Personal information held by the Assessor for Fife Council must be processed in accordance with the Data Protection Act 1998. The Data Protection Act 1998 defines personal data as follows:

"personal data" means data which relate to a living individual who can be identified-

- (a) from those data, or
- (b) from those data and other information which is in the possession of, or likely to come into the possession of, the data controller,

and includes any expression of opinion about the individual and any indication of the intentions of the data controller or any other person in respect of the individual;

What information does the Assessor for Fife Council collect about you?

The Assessor for Fife Council holds personal information supplied by you to allow statutory functions to be delivered and to provide customer service.

The Assessor for Fife Council is registered for Data Protection purposes with the Information Commissioner and is legally obliged to comply with the Data Protection Act 1998.

The Assessor for Fife Council processes personal information collected for the purposes of:-

1. Compiling and maintaining the Council Tax Valuation List
2. Compiling and maintaining the Valuation Roll

Sharing information

Information supplied is used for fulfilling the Assessor for Fife Council's statutory functions.

In certain circumstances it may be necessary for the Assessor for Fife Council to share your information with relevant organisations including the Valuation Office Agency, the Northern Ireland Land and Property Service or other valuation bodies. This is to ensure a consistent approach to Rating and Council Tax valuation where appropriate.

The Assessor for Fife Council may pass information to the Police or another third party if the Personal information requested meets specific criteria set out by the Data Protection Act 1998.

The Assessor for Fife Council may disclose data in order to comply with the Freedom of Information (Scotland) Act 2002, the Environmental Information (Scotland) Regulations 2004, and the Data Protection Act 1998, an order of a court or another legislative gateway.

The Assessor for Fife Council may also provide information to public bodies including the Scottish Government.

The Assessor for Fife Council provides information to Scottish Water and Local Authority billing departments to assist with their collection of charges.

Information may be disclosed by the Assessor for Fife Council where it is in the public interest to do so.

The Assessor for Fife Council may provide the Council Tax Valuation List as published, the Valuation Roll as published and Summary Valuations as published to third party subscribers and will sell this information on a cost recovery basis.

Information may also be used in aggregate form:-

1. To provide Services
2. To audit usage of the Assessors' Portal website

Use of cookies on the Assessors' portal website

Cookies are small text files placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide website usage information.

Cookies are used by the Assessors' Portal to collect standard internet log information on visitors to the website. The information on how visitors to the Assessors' Portal website use the site is used to compile statistical reports on website activity and to help inform decision making regarding improvements to the website. Cookies are not used to identify individuals using the Assessors' Portal website and the website does not require Cookies for the general running of the site. It is only when you complete a form that requests Personal information, or if you email the Scottish Assessors Association, that you can be identified.

For further information on Cookies please visit: www.allaboutcookies.org or the Information Commissioner's website at: www.ico.org.uk/for-organisations/guide-to-pecr/cookies-and-similar-technologies

The table below explains the Cookies used by the Assessors' website and the purpose for which they are used.

Cookie	Name(s)	Purpose	More information
Google Analytics	_utma _utmb _utmc _utmz	These cookies collect information about how visitors use a website, for instance which pages visitors go to most often, and if they get error messages from web pages. These cookies don't collect information that identifies a visitor. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how a website works.	Click here for an overview of privacy at Google
Site Session Cookie	PHPSESSID	This cookie is essential and is used to store non-personal information about site searches. It is also used for online transactional services (for example Online Rent Returns), to allow the user to leave a session and then return later at the point where they left.	
Site Cookie Message	saacookiepolicy	This cookie records that a visitors has been shown the cookie policy banner so they are not shown it again.	

Protecting your information

The Assessor for Fife Council is committed to protecting the information you provide. To safeguard the data you provide, the Assessor for Fife Council has physical and electronic processes in place to protect the security of the data collected and processed.

Your right to access information

You have the right to apply for a copy of the information the Assessor for Fife Council holds about you. This is known as a subject access request. There may be a small charge associated with a subject access request. If you wish to make a subject access request please contact the Assessor for Fife Council's office and further information will be provided as well as advice on any associated charges. Contact details for the office of the Assessor for Fife Council are noted at the foot of this page. If the Assessor for Fife Council does hold Personal information about you and you believe this information to be incorrect, you have the right to request that any inaccuracies in the data be corrected. Please contact the office of the Assessor for Fife Council for details on how to go about this. Contact details for the office of the Assessor for Fife Council are noted at the foot of this page.

Changes to this privacy policy

Our privacy policy is regularly updated. This privacy policy was last reviewed on 15th September 2016.

How to contact the Assessor for Fife Council:-

Requests for information about this privacy policy can be addressed to the Assessor for Fife Council using the contact details provided below:

Assessor for Fife Council

Kingdom House

Kingdom Avenue

Glenrothes

Fife

KY7 5LY

Telephone: 03451 55 55 33

Email: Fife.Assessor@fife.gov.uk

