

Privacy Notice

This is the Privacy Notice for the Assessor for Fife Council for the compilation and maintenance of the Valuation Roll and Council Tax Valuation List

Who am I?

As the Assessor for Fife Council I have been appointed by Fife Council in accordance with the Local Government etc. (Scotland) Act 1994. My office is located at Kingdom House, Kingdom Avenue, Glenrothes, KY7 5LY, and you can contact my Data Protection Officer, Fiona Stuart, by post at Fife Council, Fife House, North Street, Glenrothes, KY7 5LT, by email at: dataprotection@fife.gov.uk or by telephone on 03451 55 00 11 and asking to be transferred to Fiona Stuart.

Why do I need your personal information and what do I do with it?

You are giving me your personal information to allow me to compile, publish and maintain the Valuation Roll and Council Tax Valuation List. I may also use your information to contact you by post, email or telephone and to maintain my records. If you do not wish me to contact you by email or by telephone please let me know. You can do this by phoning the Assessor's Office on 03451 55 55 33 or by emailing Fife.Assessor@fife.gov.uk.

Legal basis for using your information:

You can find more details of my role on our website at www.saa.gov.uk/fife . Processing your personal information is necessary for the performance of my public task to compile, publish and maintain the Valuation Roll and Council Tax Valuation List in accordance with the Local Government (Scotland) Act 1975 and the Local Government Finance Act 1992.

Failure to provide information:

If you do not provide me with the information I have asked for then I will not be able to fulfil my statutory function. Under the Finance and Valuation Acts you may be liable for financial penalties for non-compliance.

Who do I share your information with?

I may need to pass your information to other people and organisations that provide a service on behalf of the Assessor. These providers are obliged to keep your details securely, and use them only to carry out the service.

I may disclose information to other organisations where it is necessary, either to comply with a legal obligation, or where permitted under the General Data Protection Regulation/Data Protection Act, e.g. where the disclosure is necessary for the purposes of the prevention and/or detection of crime.

I may disclose information when necessary to prevent risk of harm to an individual.

Where necessary or required, I may also share information during the disposal of appeals or complaints against an entry in the Valuation Roll or Council Tax Valuation List.

International transfers:

I do not transfer information overseas, however some of the organisations I share your information with may transfer this overseas. Where your information is transferred overseas with my permission, I ensure suitable safeguards are in place. If you wish more information on the safeguards please contact me.

How long do I keep your information for?

I only keep your personal information for the minimum amount of time necessary. Sometimes this is set out in the law, but in most cases it is based on the business need. I maintain a records retention and disposal schedule which sets out how long I hold different types of information for. You can view this on our website at: www.saa.gov.uk/fife/freedom-of-information/ or you can request a hard copy from the contact address stated above.

Your rights under data protection law:

- **Access to your information** – you have the right to request a copy of the personal information that I hold about you.
- **Correcting your information** – I want to make sure that your personal information is accurate, complete and up to date. Therefore, you may ask me to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask me to delete personal information about you where:
 - I. you think that I no longer need to hold the information for the purposes for which it was originally obtained
 - II. you have a genuine objection to my use of your personal information –
 - III. my use of your personal information is contrary to law or our other legal obligations

Please contact me as stated above if you wish to exercise any of these rights.

Information you have given me about other people:

If you have provided me with anyone else's details, please make sure that you have told them that you have given their information to me. I will only use this information to compile, publish and maintain the Valuation Roll and Council Tax Valuation List. If they want any more information on how I will use their information they can visit my web site at www.saa.gov.uk/fife or email Fife.Assessor@fife.gov.uk.

Complaints:

I aim to directly resolve all complaints about how I handle personal information. However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at <https://ico.org.uk/concerns>

More information:

For more details on your information rights please visit www.saa.gov.uk/fife/privacy-notice/

If you do not have access to the internet you can contact me via telephone or write to me requesting paper copies of my documents.

Changes to this Privacy Notice:

This privacy notice is regularly reviewed and updated; the last review was carried out on 21st May 2018.