

## 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 Fife House, North Street, Glenrothes, KY7 5LT, and you can contact my Data Protection Officer, Fiona Smyth, by post at Fife Council, Fife House, North Street, Glenrothes, KY7 5LT, by email at: [dataprotection@fife.gov.uk](mailto:dataprotection@fife.gov.uk) or by telephone on 03451 55 00 11 and asking to be transferred to Fiona Smyth.

### 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 telephoning the Assessor Service on 03451 55 55 33 or by emailing [Fife.Assessor@fife.gov.uk](mailto:Fife.Assessor@fife.gov.uk).

For the health and safety of both staff and customers and to support prevention of the transmission of the Coronavirus, Covid-19 Pandemic, personal and health information may also be collected. Please see how this information is processed by following the links below or by visiting Fife Council's website at: [www.fife.gov.uk](http://www.fife.gov.uk)

[COVID-19 | Fife Council](#)

[Test and Protect | Fife Council](#)

### Legal basis for using your information:

You can find more details of my role on our website at [www.saa.gov.uk/fife](http://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. If you do not complete a request for information issued under the Local Government Finance Act 1992, when requested to do so, you could be liable to pay a penalty not exceeding level 2 on the standard scale (£500). If you knowingly supply false information, you could be liable on summary conviction to imprisonment for a term not exceeding 3 months or a fine not exceeding level 3 on the standard scale (£1,000), or both. If you do not complete an Assessors Information Notice issued to you under the Non- Domestic Rates (Scotland) Act 2020, when requested to do so, you could be liable for a penalty of up to 71% of the property's rateable value or £61,000 if the property is not on the Valuation Roll. It is an offence if you knowingly provide false or misleading information in purported compliance with an Assessors Information Notice and you may be liable on summary conviction for a fine not exceeding level 3 on the standard scale (£1,000)

## **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 or where sharing is for government statistical/research purposes. What follows is a description of the types of organisation I may need to share some of the information I process for one or more reasons. Where appropriate, your information will be anonymised before it is shared with any organisation. Where necessary or required, I may share your information with: -

### **Other Assessors**

Fife Council

Valuation Office Agency

Government bodies

Office of National Statistics

Flood Re Ltd

In addition, I may also share your information with organisations who process your data on my behalf, for example, mailing houses, delivery organisations and contractors or consultants. These organisations are carefully selected and measures are put in place to protect your information.

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/](http://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:
  - you think that I no longer need to hold the information for the purposes for which it was originally obtained
  - you have a genuine objection to my use of your personal information
  - 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](http://www.saa.gov.uk/fife) or email [Fife.Assessor@fife.gov.uk](mailto: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/](http://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 at the address below requesting paper copies of my documents.

Assessor for Fife Council  
PO BOX 18092  
Glenrothes  
KY7 9EL

**Changes to this Privacy Notice:**

This privacy notice is regularly reviewed and updated; the last review was carried out on 25<sup>th</sup> May 2022.