

**Information Sharing Agreement –
Supplementary Information Exchange [1]**

Between

Scottish Assessors

and

Office for National Statistics (Prices Division)

**For the statistical and research purposes of ONS' Prices Division regarding Scottish Assessors Council
Tax data.**

October 2018

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Glossary

Definition	Interpretation
Anonymised Data	Data in which an individual's identity is not specified either: in the Data, or cannot be deduced by cross-referencing the Data with any other Data which is: <ul style="list-style-type: none"> a) in the possession of, or b) is likely to come into the possession of, or c) has been published by the Statistics Board.
CESG	Communications Electronics Security Group
Data Protection Legislation	means— (a) the GDPR, (b) Data Protection Act 2018, (c) regulations made under Data Protection Act 2018, and (d) regulations made under section 2(2) of the European Communities Act 1972 which relate to the GDPR or the Law Enforcement Directive.
DPA	Data Protection Act 2018
FoIA,EIR and FOISA	Means the Freedom of Information Act 2000 and the Freedom of Information(Scotland) Act 2002 and any subordinate legislation made under this Act together with any guidance and/or codes of practice issued by the Information Commissioner, the Scottish Information Commissioner or Ministry of Justice in relation to such legislation.EIR means the Environmental Information (Scotland) Regulations 2004
GDPR	General Data Protection Regulation 2018
HRA	Human Rights Act 1998
ISA	Information Sharing Agreement
ISP	Information Sharing Protocol
ONS	Office for National Statistics

PERSONAL DATA	<p>Means Data relating to and identifying, an individual.</p> <p>Personal data identifies a particular person if the identity of that person -</p> <p>(a) is specified in the data, or</p> <p>(b) can be deduced from the data, or</p> <p>(c) can be deduced from the data taken together with any other data which is:</p> <ul style="list-style-type: none"> • in the possession of, or • is likely to come into the possession of, or • has been published by the Statistics Board.
SAA	Scottish Assessors Association
SSD	Social Survey Division
SRSA	Statistics and Registration Service Act 2007

1. Introduction

- 1.1 This agreement sets out the specific details relating to the use of Council Tax data from the Scottish Assessors by the Office for National Statistics' Prices Division.
- 1.2 This Information Sharing Agreement (ISA) is not legally binding and no legal obligations or legal rights shall arise between the Parties from the provision of this agreement.
- 1.3 Overarching arrangements covering all information shared by the Scottish Assessors with ONS are covered in the Information Sharing Protocol.

2. Background

- 2.1 The UK housing market has a large and important impact on the economy and on society as a whole. Therefore statistics on house prices are of key importance in the UK and there is a clear need for a definitive official measure of house prices that provides comprehensive coverage of UK residential property.
- 2.2 There have historically been a number of official statistics covering house prices. These various measures sometimes lead to contradictory messages for users who are unfamiliar with the differences in methodology and scope of each measure.
- 2.3 This in turn can make decision making difficult based on the house price data available. This difficulty was highlighted in the National Statistician's Review of House Price Statistics¹(2010), which led to a recommendation that 'a single definitive house price index and accompanying statistics should be produced by the official statistics producer community'.
- 2.4 Following the Bean Review in 2015, ONS been undergoing a transformation programme towards using administrative data for statistical purposes to reduce burden on respondents by directly replacing questions on multiple social surveys, to make improvements to ONS's survey sampling, and enhancing our statistical outputs.
- 2.5 Subsequently Prices Division have identified the benefits that could be achieved by using Council Tax data held by the Scottish Assessors, in order to help meet the challenging goals set in the transformation programme.

3. Legal basis

- 3.1 Section 45A of the Statistics and Registration Services Act 2007 (as inserted by section 79 of the Digital Economy Act 2017) permits any public authority to disclose to the Statistics Board any information they hold in connection with their functions.

¹ <https://www.statisticsauthority.gov.uk/archive/national-statistician/ns-reports--reviews-and-guidance/national-statistician-s-reports/national-statistician-s-review-of-house-price-statistics.pdf>

3.2 Information disclosed under this section may only be used by the Board for the purposes of any one or more of its functions.

4. Variables required by Prices Division

4.1 The following variables will be used by Prices Division in order to meet their business need; A Key, and notes are below the variable table to provide further information relating to "format" and "entry"

#	Field Name	Description	Format	Entry
1	ASSESSOR_ID	Unique numerical identifier of the assessor area	Int 2	Man
2	PPRN	Persistent Property Reference Number allocated for 'lifetime' of property (only unique within each assessor area)	Char 80	Man
3	UARN	Unique Assessor's Reference Number (only unique within each assessor area)	Char 80	Man
4	UPRN	Unique Property Reference Number (provides cross reference to One Scotland Gazetteer)	Int 12	Opt
6	SAON	Address of property (structured using the BS7666 standard address format) <ul style="list-style-type: none"> • Secondary Addressable Object Name • Primary Addressable Object Name • Street • Locality • Town • Administrative Area • Post Town • Postcode 	Char 100	Opt
7	PAON		Char 100	Man
8	STREET		Char 100	Man
9	LOCALITY		Char 35	Man ²
10	TOWN		Char 30	
11	ADMIN_AREA		Char 30	
12	POST_TOWN		Char 30	Opt
13	PCOUT		Outward postcode (first part of postcode)	Char 4

² At least one of these address elements must be present.

14	PCIN	Inward postcode (second part of postcode)	Char 3	Opt
17	GARAGE	Indicates that the property is a Domestic Store or a Domestic Garage.	Char 1	Opt
18	ATTACH	Classification of property in terms of its physical relation to adjacent properties.	Char 4	Man
19	APART	Number of habitable rooms (usually bedrooms and living rooms).	Int 4	Opt

¹ At least one of these address elements must be present.

Key and Notes

Each data item is defined by its field name, a short description, the data format and whether the entry is mandatory (man) or optional (opt) in the database.

The data types are defined as follows:

Integer (Int) Any integer value. No leading zeros. No commas as thousands separators.

Binary (Bin) 0 (zero) means False. 1 (one) means True.

Decimal (Dec) Any decimal number. No leading zeros unless specified. Format description specifies total number of digits and number of fraction digits e.g. Dec 5.2

Character (Char) All uppercase. ASCII codes 32-90. CSV export files have character fields enclosed in double-quotes ("").

Date Format: DD/MM/YYYY. Where DD = Day, MM = Month and YYYY = Year. Month and Day will have leading zeros where necessary.

4.2 The data will be supplied for each residential property (for which details are held) in the current Council Tax valuation list.

4.3 This data is necessary and proportionate for the intended use stated in clause 5 'How will the information be used'.

4.4 This protective marking on this data is official.

4.5 ONS and Prices Division acknowledge that the Scottish Assessors' data relating to the physical characteristics of a dwelling (e.g. Degree of Attachment and Number of Apartments) is collected by Assessors for the purpose of carrying out their statutory function of preparing and maintaining the Council Tax Valuation List. Therefore, this information may not always reflect the physical characteristics of a dwelling as it stands today.

4.6 If Prices no longer requires the data in section 4.1 of this agreement, provided by the Scottish Assessors - ONS must inform the Scottish Assessors, so that transfers of the variables solely used by Prices Division can be halted.

5. How the information will be used

5.1 The use of the Scottish Assessors' data listed in clause 4 will be used in accordance with ONS' statutory function as set out in the Statistics and Registration Service Act 2007. Other than section 22 SRSA (statistical service) and section 39(4)(i) except where there is consent from the Scottish Assessors.

5.2 The data will be used in the development, production and new outputs for the new UK HPI in replacing the house price indexes previously published by the ONS and Land Registry. The new index brings together administrative datasets held across government to produce, for the first time, a single official house price index that provides full coverage of the UK housing market and is available consistently at low levels of geography (to a Local Authority level). The new HPI applies a hedonic regression model that utilises the various sources of data on property and attributes to produce up-to-date estimates of the change in house prices each period.

5.3 Scottish Assessor data may be used either alone, or in combination with, other datasets for research and analytical purposes, as well as enhancing existing or producing new statistical outputs, in accordance with ONS' statutory function.

6. Security

6.1 This dataset contains personal property information but it is being transferred to an organisation with a trusted reputation for dealing with sensitive data.

6.2 Proper safeguards are in place and access to this data is limited to only those employees that have passed the appropriate security and background clearance, and have a business need to access data.

6.3 The physical and technical security of the data will be maintained at all times. ONS will ensure that their staff, including contractors, know, understand and guarantee to maintain the confidentiality requirements of this data supply. ONS will ensure that any individual involved with the processing of this data supply is aware of the penalties of wrongful disclosure.

6.4 All ONS employees accessing the data must comply with Section 39 of the Statistics and Registration Service Act 2007 which make it a criminal offence to disclose information. ONS employees will have undergone an appropriate level of security vetting prior to being given access to the data. All data used by SSD is held on ONS infrastructure that meets the requirements of Her Majesty's Government Security Policy Framework.

7. Publications

- 7.1 The data will not be released to any other individual(s) or organisations not directly connected with the work specified without the approval of the data supplier.
- 7.2 ONS may publish outputs with appropriate disclosure control.
- 7.3 ONS will acknowledge in any publication whether printed, electronic or broadcast, based wholly or in part on such materials, data supplier as the provider of the materials. ONS will declare in any such work that those who carried out the original collection and analysis of the data bear no responsibility for their future analysis of production of out puts and interpretation.

8. Commencement and Review



- 8.1 This ISA shall take effect from the date the Parties affix all of their signatures below and shall continue in force until such time as the ISA is terminated by either of the Parties. As outlined in the ISP.
- 8.2 Reviews of this agreement can be called at any time by representatives of either organization as listed in Annex 2. Notification should be provided to the primary ONS contact and the Senior Responsible Officer for Scottish Assessors.
- 8.3 A review of this agreement will take place following a Scottish Assessors notification of the following;
- The type of data collected, or the way the data are collected, including data no longer collected;
 - The way the data are organised, stored and retrieved;
 - The way the data are supplied.



A review of this agreement following the above changes will help mitigate any potential disruption to the production of statistics and statistical research conducted by ONS.



Annexes 1 and 2 can be updates without the need for this agreement to be resigned.



9. Signatories


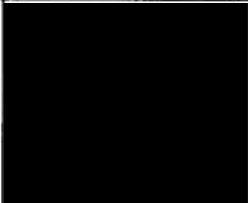
Signed on behalf of Scottish Assessors Association. Listed in alphabetical order by Assessors region. This agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

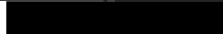

Part 1 – Assessors:		
Name	Designation	Address
	Assessor for Ayrshire Valuation Joint Board	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		



Name	Designation	Address
	Assessor for Central Scotland Valuation Joint Board	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		






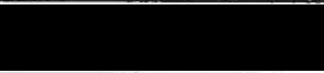

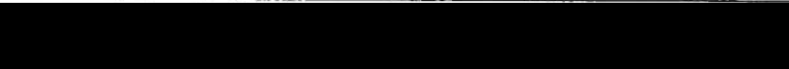
Name	Designation	Address
	Assessor for Dumfries & Galloway Council	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		


Name	Designation	Address
	Assessor for Dunbartonshire & Argyll & Bute Valuation Joint Board	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		



Name	Designation	Address
	Assessor for Fife Council	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		



Name	Designation	Address
	Assessor for Glasgow City Council	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		



Name	Designation	Address
	Assessor for Grampian Valuation Joint Board	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		



Name	Designation	Address
	Assessor for Highland and Western Isles Valuation Joint Board 	
Signature:		
Date:	6 November 2018	
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		



Name	Designation	Address
	Assessor for Lanarkshire Valuation Joint Board	North Stand Cadzow Avenue HAMILTON ML3 0LU
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		

Name	Designation	Address
	Assessor for Lothian Valuation Joint Board	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		

Name	Designation	Address
	Assessor for Orkney & Shetland Valuation Joint Board	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		

Name	Designation	Address
	Assessor for Renfrewshire Valuation Joint Board	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		

Name	Designation	Address
	Assessor for Scottish Borders Council	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		

Name	Designation	Address
	Assessor for Tayside Valuation Joint Board	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		

Signed on behalf of Office for National Statistics

Name	
Signature	
Position	
Date	

Annex 1

Version History

Version	Date	Summary of changes
0.1	31 August 2017	Creation
0.2	10 November 2017	Adjustments
0.3	22 November 2017	Update of variables
0.4	05 January 2018	Adjustments
0.5	09 May 2018	Adjustments

Review History

Version	Date	Summary of changes
1.0		
2.0		

Annex 2

Contacts

Office for National Statistics

Contact	Email address	Responsibility
[REDACTED]	[REDACTED]	Review and amendments to ISP/ISA
[REDACTED]	[REDACTED]	Reporting and escalation of issues
[REDACTED]	[REDACTED]	Security for off-shoring information outside the UK
[REDACTED]	[REDACTED]	Security and security incidents
FoIA team	FOI.Team@ons.gov.uk	FoIA Requests

Scottish Assessors

Contact	Email address	Responsibility
Senior Responsible Officer	*	Review and amendments and co-ordination to ISP/ ISA
Data Custodian	datacustodian@saa.gov.uk	Data extraction, security and security incidents
President – Scottish Assessors Association	*	Reporting and escalation of issues if Data Custodian is unavailable
Vice-President – Scottish Assessors Association	*	Reporting and escalation of issues if Data Custodian and President are unavailable

*The most up to date contact details for the Scottish Assessors Association can be found on their website contact page : <https://www.saa.gov.uk/contactlists/>