

## **Information Sharing Agreement – Supplementary Information Exchange [2]**

**Between**

**Scottish Assessors**

**and**

**Office for National Statistics (Social Survey Division)**

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

**October 2018**

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## Glossary

Definition	Interpretation
<b>Anonymised Data</b>	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: a) in the possession of, or b) is likely to come into the possession of, or c) has been published by the Statistics Board.
<b>CESG</b>	Communications Electronics Security Group
<b>Data Protection Legislation</b>	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.
<b>DPA</b>	Data Protection Act 2018
<b>FoIA,EIR and FOISA</b>	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
<b>GDPR</b>	General Data Protection Regulation 2018
<b>HRA</b>	Human Rights Act 1998
<b>ISA</b>	Information Sharing Agreement
<b>ISP</b>	Information Sharing Protocol
<b>ONS</b>	Office for National Statistics

<b>PERSONAL DATA</b>	<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"> <li>• in the possession of, or</li> <li>• is likely to come into the possession of, or</li> <li>• has been published by the Statistics Board.</li> </ul>
<b>SAA</b>	Scottish Assessors Association
<b>SSD</b>	Social Survey Division
<b>SRSA</b>	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 Office for National Statistics' Social Survey Division (SSD).
- 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 July 2018

## **2. Background**

- 2.1 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.
- 2.2 Social Survey 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.
- 2.3 SSD carries out various household surveys such as the Survey on Living Conditions, the Wealth and Assets Survey and the Living Cost & Food Survey. Using Scottish Assessors data would enable SSD to enhance survey sample design, conduct data supplementation, data replacement, and quality assurance of survey data. Potential benefits such as replacing survey questions, with administrative data, could result in a reduction of respondent burden and potential stabilisation of survey response rates, cost savings, and enhancement in both the timeliness and quality of statistical outputs across these household surveys.

## **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.
- 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 Social Survey Division

4.1 The following variables will be used by Social Survey Division in order to meet their business needs; 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
5	UA	Scottish Government code for the local authority	Char 3	Man
6	SAON	Address of property (structured using the BS7666 standard address format) <ul style="list-style-type: none"> <li>Secondary Addressable Object Name</li> <li>Primary Addressable Object Name</li> <li>Street</li> <li>Locality</li> <li>Town</li> <li>Administrative Area</li> <li>Post Town</li> <li>Postcode</li> </ul>	Char 100	Opt
7	PAON		Char 100	Man
8	STREET		Char 100	Man
9	LOCALITY		Char 35	Man <sup>1</sup>
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	Opt
14	PCIN	Inward postcode (second part of postcode)	Char 3	Opt

15	BAND	The valuation band allocated to the property	Char 1	Man
16	EFFDATE	The effective date of the Council Tax band	Date	Man
17	GARAGE	Indicates that the property is a Domestic Store or a Domestic Garage.	Char 1	Opt

<sup>1</sup> 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:

<b><u>Integer</u></b> (Int)	Any integer value. No leading zeros. No commas as thousands separators.
<b><u>Binary</u></b> (Bin)	0 (zero) means False. 1 (one) means True.
<b><u>Decimal</u></b> (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
<b><u>Character</u></b> (Char)	All uppercase. ASCII codes 32-90. CSV export files have character fields enclosed in double-quotes ("").
<b><u>Date</u></b>	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 protective marking on this data is official.

4.4 ONS and SSD acknowledge that in providing us with the data listed in 4.1, Scottish Assessors make no representations and offer no guarantees as to its completeness, quality or accuracy. ONS also acknowledge that in no event will the Scottish Assessors be liable for any loss or damage including, without limitation, indirect or consequential loss or damage, arising from use or loss of use of the information.

4.5 If SSD 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 on the variables used solely by SSD 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 linked to social survey data for coherence analysis to determine viability of questionnaire content replacement from existing and future surveys. This can involve matching and linking the data to other data sets held by ONS.
- 5.3 The data will also be used for feasibility work to enable efficient sample design and weighting of multiple social surveys, including refining the inclusion and exclusion rules used in our address base by removing ineligible properties.
- 5.4 Utilising Scottish Assessor data will allow ONS to efficiently resource and allocate work for our 80+ Field Interviewers in Scotland. Social Survey Division will use Scottish Assessors data to perform quality assurance on responses to current and future survey question answers.
- 5.5 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 is limited to only those employees that have passed the appropriate security and background clearance, and have a business need to access the data. All data used by SSD is held on ONS infrastructure that meets the requirements of Her Majesty's Government Security Policy Framework
- 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.



## **7 Publications**

- 7.1 Raw or processed Scottish Assessor 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 Any ONS output produced using solely or in part Scottish Assessors data or combined with other ONS datasets will have undergone thorough disclosure control prior to publication in order to protect the identity of individuals.
- 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 outputs 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.


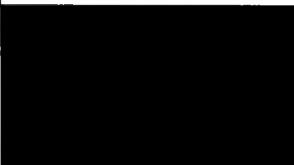
A review of this agreement following the above changes will help mitigate any potential disruption to the production of statistics and statistical research conducted by ONS.

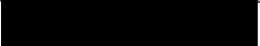

- 8.4 Annexes 1 and 2 can be updates without the need for this agreement to be resigned.

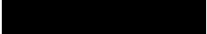
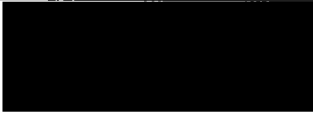
## **9 Signatories**


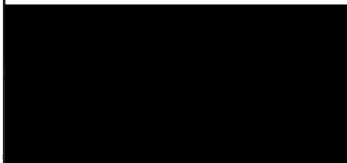
Signed on behalf of Scottish Assessors Association. Listed in alphabetical order by Assessor region.  
This agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single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


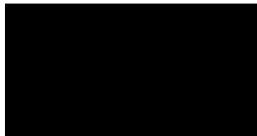
Part 1 – Assessors:		
Name	Designation	Address
	Assessor for Ayrshire Valuation Joint Board	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		


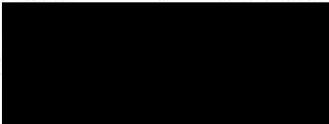
Name	Designation	Address
	Assessor for Central Scotland Valuation Joint Board	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		

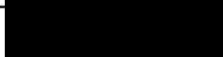

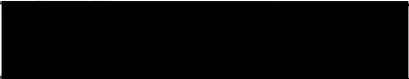


Name	Designation	Address
	Assessor for Dumfries & Galloway Council	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		



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

Name	Designation	Address
	Assessor for Glasgow City Council	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	Moray House 16/18 Bank Street Inverness IV1 1QY
Signature:		
Date:	6 November 2018	
Place of Signing:	INVERNESS	
Witness Signature:		
Witness Name:		
Witness Address:		



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


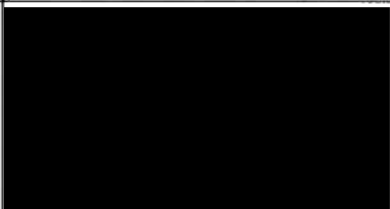
Name	Designation	Address
	Assessor for Lothian Valuation Joint Board	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		

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:		

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Name	Designation	Address
	Assessor for Scottish Borders Council	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**

<b>Name</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Date</b>	

## **Annex 1**

### **Version History**

<b>Version</b>	<b>Date</b>	<b>Summary of changes</b>
<b>0.1</b>	<b>31 August 2017</b>	<b>Creation</b>
<b>0.2</b>	<b>10 November 2017</b>	<b>Adjustments</b>
<b>0.3</b>	<b>22 November 2017</b>	<b>Update of variables</b>
<b>0.4</b>	<b>05 January 2018</b>	<b>Adjustments</b>
<b>0.5</b>	<b>09 May 2018</b>	<b>Adjustments</b>
<b>0.6</b>	<b>19 July 2018</b>	<b>Adjustments</b>

### **Review History**

<b>Version</b>	<b>Date</b>	<b>Summary of changes</b>
<b>1.0</b>		
<b>2.0</b>		

## Annex 2

### Contacts

#### Office for National Statistics

Contact	Email address	Responsibility
[REDACTED]	[REDACTED] Data.Acquisition@ons.gov.uk	Primary ONS contact, 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 can be found on their website contact page : <https://www.saa.gov.uk/contactlists/>