

## **Information Sharing Protocol**

**between**

**Scottish Assessors**

**and**

**Office for National Statistics**

**October 2018**

**This protocol is the overarching agreement for the transfer of data between Scottish Assessors and Office for National Statistics, to be supplemented by individual Information Sharing Agreements**

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<b>Definition</b>	<b>Interpretation</b>
<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>DST</b>	Data Specification Template
<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, a living 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> <li>•</li> </ul>
<b>SRSA</b>	Statistics and Registration Service Act 2007

## 1. Introduction

- 1.1 This information Sharing Protocol (ISP) is not legally binding and no legal obligations or legal rights shall arise between the Parties from the provision of this agreement.
- 1.2 This ISP sets out the overarching arrangements for all data that is shared by Scottish Assessors with Office for National Statistics.
- 1.3 This agreement will be supplemented by individual Information Sharing Agreements (ISAs). The purpose of the ISA's is to detail which variables under this ISP are being used, and to outline the purpose of use by each ONS business area.

## 2. Parties

2.1 The Parties to this agreement are:

- a) **The 14 Scottish Assessors** – addresses for the individual Scottish Assessors are listed in annex 1. ("**Scottish Assessors**")
- b) **The Statistics Board** acting through the Office for National Statistics, its executive body, of Statistics House, Tredegar Park, Newport, NP10 8XP ("**ONS**").

## 3. Legal basis

- 3.1 The Scottish Assessors will only share information where it is legally able to do so.
- 3.2 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.

## 4. Data Protection Legislation

4.1 ONS will be using the exemptions found in GDPR, for statistical and research purposes. The lawful basis

- a) Article 6(1)(e)

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; Lawfulness of processing: public interest etc In Article 6(1) of the GDPR (lawfulness of processing), the reference in point (e) to processing of personal data that is necessary for the performance of a task carried out in the public interest or in the exercise of the controller's official authority includes processing of personal data that is necessary for— (a) the administration of justice, (b) the exercise of a function of either House of Parliament, (c) the exercise of a function conferred on a person by an enactment or rule of law, (d) the exercise of a function of the

Crown, a Minister of the Crown or a government department, or (e) an activity that supports or promotes democratic engagement.

Support democratic engagement by the citizenry through more accurate and timely statistical data. Scottish Government and Local Authorities will have better statistical evidence to underpin their decisions regarding public functions.

- b) Under Article 6(1)(c) There is no intention to provide or share any special category sensitive information under this agreement.

Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

- 3.3 Scottish Assessors data will be used by ONS in accordance with ONS' statutory functions laid out in the SRSA 2007, including the production of statistics, and statistical research.

#### **4. Data to be transferred by Scottish Assessors to ONS**

- 4.1 The variables for each Council Tax property record to be provided are listed in 4.7.

- 4.2 On receipt of the data ONS will process the data and provide the necessary variables to its business areas in accordance with terms and conditions outlined in the signed supplementary ISAs that sit under this ISP. This will ensure that no added burden is placed on the Scottish Assessors to provide multiple separate data sets.

- 4.3 The data will be extracted monthly and provided in a CSV format.

- 4.4 Data will be transferred using a secure electronic transfer method.

- 4.5 Meta data will be required to accompany each monthly data transfer. This metadata will assist ONS with pre- and post-processing activities of the data, including completing the appropriate Business Impact Assessments.

- 4.6 A data delivery schedule for the approaching annual period (January - December) will be agreed between ONS and the Scottish Assessors each October for the following calendar year. The delivery schedule will be appended to this agreement at Annex 3.

- 4.7 The following variables to be extracted by Scottish Assessors and supplied to ONS are;  
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
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

<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:

**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.

4.8 ONS acknowledge that in providing us with the data listed in 4.7, 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.

## **5 Information use, handling, security and assurance**

5.1 Information will be managed by ONS in accordance with HMG's Security Policy Framework and in accordance with the principles of the ISO27001 Information Security Management System standard.

5.2 ONS will not disclose to any outside organisation Scottish Assessors' source data except with the explicit prior consent of the Scottish Assessors and/or permitted by law.

5.3 The information will be transferred securely to ONS.

5.4 On receipt of information supplied by the Scottish Assessors, ONS will ensure that they:



- a) Only use the information for the reason / purpose that it was provided;
- b) Store information received, securely and in accordance with central government standards and in accordance with the principles of ISO27001, for example, in secure premises and on secure IT systems;
- c) Ensure that only people who have a genuine business need to view the information will have access to the data (reviewing the access at frequent intervals), that these individuals have received appropriate training and have undergone the appropriate level of security clearance;
- d) Report any information losses, wrongful disclosures or breaches of security in relation to the information supplied by Scottish Assessors. This will be reported to the designated contacts, two working days of becoming aware. This includes advising and consulting with the Scottish Assessors on the appropriate steps to take, e.g. notification of the Information Commissioner's Office for serious breaches;
- e) Only hold information while there is a business need to do so and destroy it in line with HMG Security Policy Framework and the principles of ISO27001. This must include the secure destruction / deletion of data in both hard and soft copy, but excludes data that has already been processed by ONS.
- f) Regularly review any risks to the information and the effectiveness of measures taken to mitigate those risks.

5.5 On request ONS will provide written assurance, for example a certificate of assurance that they have complied with these undertakings.

5.6 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. All processed data provided to ONS business areas is held on ONS infrastructure that meets the requirements of HM Government Security Policy Framework.

## **6 Responsibilities under the Data Protection Legislation**

6.1 Information supplied under this ISP may contain personal data.

6.2 ONS must comply with Data Protection Legislation when processing personal data.

6.3 ONS must obtain prior approval from Scottish Assessors should they intend for information to be transferred to a country or territory outside the United Kingdom.

6.4 On receipt of the information ONS becomes the Data Controller for the purposes of the DPA.

## **7 Responsibilities under the Freedom of Information Act and Freedom of Information Scotland Act (FoIA + FOISA)**

7.1 Both ONS and Scottish Assessors are subject to the requirements of the Code of Practice on Government information and FoIA/FOISA and shall assist and co-operate with each other to enable each other to comply with their information disclosure obligations.

- 7.2 In the event of a Freedom of Information ("FOI") request being received in relation to an activity utilising the other Party's information, then the Party that receives the FOI request will notify the other Party as soon as is reasonably practicable and in any event within 7 days of receiving a FOI request and allow them the opportunity to support and input into the response.

## **8 Issue management**

- 8.1 Any issues must be reported to the designated contacts (or successors to the roles) listed in Annex 2.
- 8.2 If it is not possible to resolve an issue in ten working days and/or the issue may potentially have a negative impact on either the Scottish Assessors or ONS, it will be escalated to the respective senior management teams.
- 8.3 Senior management team will be briefed in the issue including what steps have been taken to resolve the issue and any remaining barriers. They will agree any further action which could include contingency arrangements and negotiating agreed solutions.

## **9 Security Incidents or Information Breaches**

- 9.1 Any incident or breach involving Scottish Assessors' information (such as loss or wrongful disclosure) must be reported to the Scottish Assessors' Responsible Officer, within two working days of becoming aware. If the Responsible Officer is unavailable then it should be escalated to the Data Custodian, if the Data Custodian is unavailable then it should be reported to the Scottish Assessors Association President – who will nominate the appropriate contact for handling such incidents or breaches.
- 9.2 The report outlined in 9.1 must explain the incident in detail and the steps that are being taken by ONS to address the incident. The nominated Scottish Assessor contact will advise on the necessity and manner in which details of the incident or breach should be provided e.g. using secure email facilities etc.
- 9.3 On receipt of any security incident report the Scottish Assessors will consider whether the impact means further transfer of information will be halted, or until such time as information transfer can be resumed.

## **10 Termination of this agreement**

- 10.1 Either Party may terminate this ISP or any ISA under this agreement by giving 30 days' notice.
- 10.2 A termination notice should be provided to the ONS primary contact in Annex 2.

- 10.3 The Scottish Assessors reserve the right to terminate the agreement with immediate effect in the event of an ONS security incident or information breach relating Scottish Assessors data. However, where appropriate ONS/the Scottish Assessors will seek to resolve any issues associated with a breach or an incident and each party will attempt to negotiate a settlement in the spirit of joint resolution as described in section 8.
- 10.4 If ONS no longer requires information provided by the Scottish Assessors they must inform the Scottish Assessors so that transfers can be halted. ONS must securely destroy all raw data in both hard and soft copy; however ONS will retain the right to keep any previously processed Scottish Assessors' data.

## **11 Recovery Costs**

- 11.1 The Scottish Assessors reserve the right to recover any costs associated with producing and transferring information which will be detailed in each ISA.
- 11.2 Recovery costs must be notified and agreed between the Scottish Assessors and ONS in advance before any information/ data is delivered.

## **12 Review of this agreement**



- 12.1 This agreement will be reviewed by both parties on a three yearly basis from the date shown on the front of this agreement. However there will be an automatic review of this agreement if the conditions in 12.2 are met.
- 12.2 Scottish Assessors undertake a commitment to advise the Statistics Board at the earliest opportunity of any of the following changes to the Council Tax data supplied to ONS;
- 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.



This commitment does not change the right of Scottish Assessors to make such changes, but will help mitigate any potential disruption to the production of statistics and statistical research conducted by ONS. Notification of these changes should be given to ONS as soon as they are known, and be provided through the primary ONS contact listed Annex 2.

- 12.3 Reviews of this agreement can be called at any time by representatives of either organisation as listed in Annex 2.
- 12.4 Annexes 1, 2 and 3 can be amended without the need for this agreement to be resigned.



### 13. Signatories



Signed on behalf of the Scottish Assessors (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:		

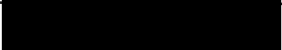

Name	Designation	Address
	Assessor for Central Scotland Valuation Joint Board	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		



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:		


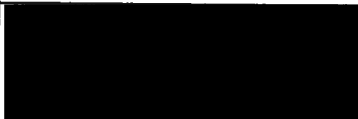


Witness Address:	
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Name	Designation	Address
	Assessor for Fife Council	Assessor Service Fife Council 
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		



Name	Designation	Address
	Assessor for Glasgow City Council	
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:	INVERNESS	
Witness Signature:		



Witness Name:	
Witness Address:	


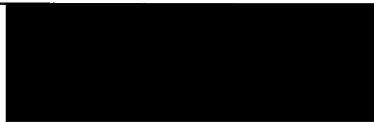
Name	Designation	Address
	Assessor for Lanarkshire Valuation Joint Board	
Signature:		
Date:		
Place of Signing:		
Witness Signature:		
Witness Name:		
Witness Address:		

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:	

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**

<b>Name</b>	
<b>Signature</b>	
<b>Position</b>	<b>Deputy Divisional Director</b>
<b>Date</b>	

## Annex 1 - Scottish Assessors

### Individual Scottish Assessor address and contact details

The below table provides address details for the individual Valuation Authorities. This annex can be updated without the need for this agreement to be resigned

Valuation Authority	Local Council Area	Tel / Fax / E-mail / Web
Ayrshire Valuation Joint Board 9 Wellington Square Ayr KA7 1HL	East Ayrshire Council North Ayrshire Council South Ayrshire Council	Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED] Website: <a href="http://www.ayrshire-vjb.gov.uk/">http://www.ayrshire-vjb.gov.uk/</a>
Central Scotland Valuation Joint Board Hillside House Laurelhill Stirling FK7 9JQ	Clackmannanshire Council Falkirk Council Stirling Council	Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED]
Assessor & Electoral Registration Officer Dumfries & Galloway Council Municipal Chambers Buccleuch Street DUMFRIES DG1 2AD	Dumfries & Galloway Council	Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED]
Dunbartonshire and Argyll and Bute Valuation Joint Board 235 Dunbarton Road Clydebank G81 4XJ	Argyll & Bute Council West Dunbartonshire Council East Dunbartonshire Council	Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED] Website: <a href="http://www.dab-vjb.gov.uk">www.dab-vjb.gov.uk</a>
Assessor Service Fife Council Bankhead Central 2 Bankhead Park Glenrothes KY7 5GH	Fife Council	Tel: [REDACTED] E-mail: [REDACTED]
Glasgow City Council City Assessor PO Box 27111 GLASGOW G4 7DP	Glasgow City Council	Tel. (Valuation): [REDACTED] Tel. (Electoral Register): [REDACTED] Fax: [REDACTED] E-mail: [REDACTED]
Grampian Valuation Joint Board Woodhill House Westburn Road Aberdeen AB16 5GE	Aberdeen City Council	Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED] Website: <a href="http://www.grampian-vjb.gov.uk">www.grampian-vjb.gov.uk</a>
Grampian Valuation Joint Board Mitchell Burnett House Colleonard Road Banff AB45 1DZ	Aberdeenshire Council (Banff Divisional Office)	Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED] Website: <a href="http://www.grampian-vjb.gov.uk">www.grampian-vjb.gov.uk</a>
Grampian Valuation Joint Board Woodhill House Westburn Road Aberdeen AB16 5GE	Aberdeenshire Council (Kincardine, Deeside & Gordon Divisional Office)	Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED] Website: <a href="http://www.grampian-vjb.gov.uk">www.grampian-vjb.gov.uk</a>
Grampian Valuation Joint Board 234 High Street Elgin IV30 1BA	Moray Council	Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED] Website: <a href="http://www.grampian-vjb.gov.uk">www.grampian-vjb.gov.uk</a>
Highland & Western Isles Valuation Joint Board Moray House 16/18 Bank Street Inverness IV1 1QY	Highland Council Comhairle nan Eilean Siar (Western Isles Islands Council)	Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED] Website: <a href="https://www.saa.gov.uk/h-wi-vjb/">https://www.saa.gov.uk/h-wi-vjb/</a>
Lanarkshire Valuation Joint Board North Stand Cadzow Avenue HAMILTON ML3 0LU	North Lanarkshire Council South Lanarkshire Council	Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED] Website: <a href="http://www.lanarkshire-vjb.gov.uk/">http://www.lanarkshire-vjb.gov.uk/</a>
Lothian Valuation Joint Board 17A South Gyle Crescent EDINBURGH EH12 9FL	City of Edinburgh Council East Lothian Council Mid Lothian Council West Lothian Council	Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED] Website: <a href="http://www.lothian-vjb.gov.uk/">http://www.lothian-vjb.gov.uk/</a>
Orkney & Shetland Valuation Joint Board	Orkney Islands Council	Tel: [REDACTED]

8 Broad Street Kirkwall Orkney KW15 1NX		Fax: [REDACTED] E-mail: [REDACTED] Website: <a href="http://www.orkney-shetland-vjb.co.uk/">http://www.orkney-shetland-vjb.co.uk/</a>
Orkney & Shetland Valuation Joint Board 20 Commercial Road Lerwick Shetland ZE1 0LX	Shetland Islands Council	Tel: [REDACTED] Fax: [REDACTED] Email: [REDACTED] Website: <a href="http://www.orkney-shetland-vjb.co.uk/">http://www.orkney-shetland-vjb.co.uk/</a>
Renfrewshire Valuation Joint Board The Robertson Centre 16 Glasgow Road Paisley PA1 3QF	Inverclyde Council East Renfrewshire Council Renfrewshire Council	Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED]
Assessor & Electoral Registration Officer Scottish Borders Council Old School Building Council Headquarters Newtown St Boswells MELROSE, TD6 0SA	Scottish Borders Council	Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED]
Tayside Valuation Joint Board Ravenswood New Road Forfar DD8 2ZA	Angus Council	Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED] Website: <a href="http://www.tayside-vjb.gov.uk/">http://www.tayside-vjb.gov.uk/</a>
Tayside Valuation Joint Board William Wallace House Orchardbank Business Park Orchardbank Forfar DD8 1WH	Dundee City Council	Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED] Website: <a href="http://www.tayside-vjb.gov.uk/">http://www.tayside-vjb.gov.uk/</a>
Tayside Valuation Joint Board Robertson House Whitefriars Crescent Perth PH2 0LG	Perth & Kinross Council	Tel: [REDACTED] Fax: [REDACTED] E-mail: [REDACTED] Website: <a href="http://www.tayside-vjb.gov.uk/">http://www.tayside-vjb.gov.uk/</a>

## Annex 2 – Contact Details

This annex can be updated without the need for this agreement to be resigned

### Office for National Statistics

Contact	Email address	Responsibility
	Data.Acquisition@ons.gov.uk	ONS Primary Contact - Review, notification of changes, amendments, Notice to ISP/ISA
		Reporting and escalation of issues
		Security for off-shoring information outside the UK
		Security and security incidents
FoIA team	FoI.Team@ons.gov.uk	FoIA Requests
Gaynor Andrews		ONS Secure Data Transfer Recipient

### Scottish Assessors Association

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
		Data Extraction and supply
		Data Extraction and supply

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

### **Annex 3 – Delivery Schedule**

#### **Delivery Schedule for data transfer between ONS and the Scottish Assessors**

This annex can be updated without the need for this agreement to be resigned

This annex contains dates the Scottish Assessors aim to deliver Council Tax data for Scotland for the period January 2018 to December 2018.

<b>RECEIVE SCOTTISH ASSESSORS DATA</b>	<b>PERIOD DATA COVERS</b>
5 <sup>th</sup> January 2018	Full extract of all periods
7 <sup>th</sup> February 2018	Full extract of all periods
7 <sup>th</sup> March 2018	Full extract of all periods
6 <sup>th</sup> April 2018	Full extract of all periods
7 <sup>th</sup> May 2018	Full extract of all periods
7 <sup>th</sup> June 2018	Full extract of all periods
6 <sup>th</sup> July 2018	Full extract of all periods
7 <sup>th</sup> August 2018	Full extract of all periods
7 <sup>th</sup> September 2018	Full extract of all periods
5 <sup>th</sup> October 2018	Full extract of all periods
7 <sup>th</sup> November 2018	Full extract of all periods
7 <sup>th</sup> December 2018	Full extract of all periods