

The Highland & Western Isles Valuation Joint Board

Data Protection Policy

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| 1.0 | First release | F Finlayson | 31/05/2016 |
| 2.0 | DP 2018 Act update - rewritten | F Finlayson | 12/06/2018 |
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THE HIGHLAND AND WESTERN ISLES VALUATION JOINT BOARD

Data Protection Policy

Introduction

If you handle personal information about individuals, you have a number of legal obligations to protect that information under the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR).

The Assessor and Electoral Registration Officer is registered with the Information Commissioner's Office under the Act:-

REGISTRATION NUMBER: Z7182146

The Assessor and Electoral Registration Officer is a Data Controller under the DPA and the GDPR. His office holds information for the purposes specified in the registered entry on the Data Protection Register; including valuing properties in Highland and Western Isles to compile the non-domestic rating Valuation Roll and the Council Tax Valuation List and he may use this information for any of the three services he is responsible for. He may get information about properties from others, or may give property information to them. If he does, it will only be as the law permits. He may check information he receives about a property, with what is already in his records. This can include information provided by an individual, as well as by organisations, such as constituent councils, government departments or agencies and other Assessors Offices in Scotland. He may not give information to anyone outside The Highland & Western Isles Valuation Joint Board unless the law permits him to do so. This authority does not allow a third party to request personal information held about an individual under the subject access provisions of the DPA and the GDPR. As Electoral Registration Officer he also holds information relating to the Register of Electors which he compiles under a delegated authority from each of our two constituent authorities. The data is protected and its publication and availability to others is regulated under Regulations 92 – 114 of the Representation of the People (Scotland) Regulations 2001 which impose tighter restrictions on the Full Register than on the Open Register, which electors can opt to have their names excluded from.

Statement: Data Protection Act 2018 (The DPA)

The Assessor and Electoral Registration Officer stores and uses a large amount of personal data including sensitive personal data, about people. This information relates to members of the public and could also be about current, past and prospective employees, suppliers, clients and service users/customers. The DPA and GDPR regulate how this information is handled. The Assessor and Electoral Registration Officer must ensure that he and his staff comply with the requirements of the DPA. He uses the principles contained in the guidance produced by the Information Commissioners Office in the Employment Practices Code. The DPA and the GDPR ensures the rights of individuals are upheld while the Assessor & Electoral Registration Officer processes the information that he requires to carry out his legal obligations. It applies to computer records as well as paper records held in both structured and unstructured systems.

Personal data

Personal data means any information relating to an identified or identifiable natural person ('data subject'): an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Processing of special categories of personal data

The DPA and GDPR defines "special categories of personal data" as data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade-union membership, and the processing of generic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a person's sex life or sexual orientation shall be prohibited.

Notification

The Assessor and Electoral Registration Officer is a registered Data Controller. This means that he has notified the purposes for collecting and holding this data to the Information Commissioners Office. It is illegal to use personal data for any other purpose.

Principles

The DPA and GDPR sets down principles that the Assessor and Electoral Registration Officer must follow when collecting and using personal data. These are called the Data Protection Principles. To comply with the Data Protection Principles, the Assessor and Electoral Registration Officer must make certain that all personal data is:

1. processed lawfully, fairly and in a transparent manner in relation to the data subject;
2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with Article 89 (1) (of the GDPR), not be considered to be incompatible with the initial purposes
3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that any personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay
5. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes or statistical purposes in accordance with Article 89 (1) (of the GDPR) subject to implementation of the

appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject

6. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

In addition, the controller shall be responsible for, and be able to demonstrate compliance with, the above principles.

Processing

This means any operation or any set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Strategy

The Assessor and Electoral Registration Officer employs checks to ensure that these principles are upheld. The Assessor and Electoral Registration Officer applies this policy to all of its activities. The Assessor and Electoral Registration Officer, as the Data Controller, has responsibility for compliance with the DPA and GDPR. However, its implementation places specific responsibilities on:

- the Assessor, Assistant Assessors and the Management Team, who are to implement and enforce this policy across the Board's four offices
- line managers, who are to make sure that their staff are aware of and comply with their responsibilities
- Individual staff members, who are to comply with their responsibilities; and
- the Data Protection Officer, who is to:
 - give training, guidance and advice on how to interpret the DPA and
 - check the effectiveness of this policy and related procedures across the Board's four offices.

Rights

The Assessor and Electoral Registration Officer shall take appropriate measures to provide data subjects with:

- information where personal data are collected from the data subject
- information where personal data have not been obtained from the data subject

and ensure that data subjects have the following rights regarding data held about them:

- right of access
- right to rectification
- right to erasure
- right to restriction of processing

The Assessor and Electoral Registration Officer has an obligation to notify data subjects regarding rectification, erasure of personal data or restriction of processing.

The data subject has a right to the portability of the data held about them by the Data Controller.

Controls

The Assessor and Electoral Registration Officer will, when collecting personal data, ensure that data subjects have access to his Privacy Notices. Much of the data collected by the Assessor and Electoral Registration Officer is required as part of his statutory obligations and access to it permitted or prohibited under further legislation. However, how this data is handled, and to cover new procedures and practices under GDPR, the Data Controller is required to produce a Data Protection Impact Assessment on each occasion to inform data subjects and raise the awareness of any risks involved in the proposed new process.

If you want more information, you can contact The Highland & Western Isles Valuation Joint Board's appointed Data Protection Officer.

You can get details of the Assessor and Electoral Registration Officer's notification to the Information Commissioners Office at www.ico.gov.uk

William J Gillies
Assessor and Electoral Registration Officer