

Glasgow Assessor Privacy Notice

Privacy notice for the compilation and maintenance of the Valuation Roll & Council Tax Valuation List

Who am I?

I am the Assessor for Glasgow and I have been appointed by Glasgow City Council in accordance with the Local Government etc (Scotland) Act 1994. My head office is located at City Chambers, Glasgow, and you can contact my Data Protection Officer by post at City Chambers, George Square, Glasgow, G2 1DU, by email at: dataprotection@glasgow.gov.uk, and by telephone on 0141 287 1055.

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 phoning the Assessor's Office on 0141 287 1111, or by emailing assessor@glasgow.gov.uk

Legal basis for using your information:

Processing your personal information is necessary for the performance of my public task to compile and maintain the Valuation Roll and Council Tax List in accordance with the Local Government (Scotland) Act 1975 and the Local Government Finance Act 1992. You can find more details of my role on my website at www.glasgow.gov.uk/Assessors

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 & Valuation Acts, you may be liable for financial penalties for non-compliance.

Who do I share your information with?

I am legally obliged to safeguard public funds so I am required to verify and check your details internally for fraud prevention. I may share this information with other public bodies for the same purpose. I am also legally obliged to share certain data with other public bodies such as HMRC and will do so where the law requires this. I will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help me improve my services. This data sharing is in accordance with Glasgow City Councils' Information Use and Privacy Policy. It also forms part of their requirements in line with their Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

I sometimes need to share your personal information with other organisations. Where this is necessary I am required to comply with all aspects of the Data Protection Act 2018. 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. In most cases, your information will be anonymised before it is shared with an organisation, however, where necessary or required I may share your information with:-

- Other Scottish Assessors
- Glasgow City Council
- The Electoral Registration Officer for Glasgow
- Valuation Office Agency
- Office for National Statistics
- Flood Re Limited
- Organisations who process your personal data on my behalf, for example, delivery organisations, mailing houses and contractors or consultants. These organisations are carefully selected and measures are put in place to protect your information.

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 my website at www.glasgow.gov.uk/rrds 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:
 - I. you think that I no longer need to hold the information for the purposes for which it was originally obtained
 - II. you have a genuine objection to my use of your personal information –
 - III. 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.glasgow.gov.uk/assessorprivacy or email dataprotection@glasgow.gov.uk.

Complaints:

I aim to directly resolve all complaints about how I handle personal information. If your complaint is about how I have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters 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>

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at www.glasgow.gov.uk/complaints