

Privacy Notice

This Privacy Notice explains how we collect and use information about you so that the services you request can be delivered effectively and efficiently.

The General Data Protection Regulation (GDPR) in conjunction with other legislation regulates how we use personal information you provide.

- **Who we are**

The Assessor for Lothian Valuation Joint Board (LVJB) is responsible for the valuation of all commercial and domestic properties within the Edinburgh, East Lothian, Midlothian and West Lothian Council areas.

- **Data Controller**

For Valuation Roll and Council Tax it is the Assessor. Full contact details are:

Assessor

Lothian Valuation Joint Board
17A South Gyle Crescent
Edinburgh
EH12 9FL

Email assessor@lothian-vjb.gov.uk or telephone 0131 344 2500.

Some telephone calls are recorded for quality assurance.

- **Data Protection Officer**

If you would like to contact our Data Protection Officer regarding any queries you may have about how your personal information is used, full contact details are:

Data Protection Officer

Lothian Valuation Joint Board
17A South Gyle Crescent
Edinburgh
EH12 9FL

Email governance@lothian-vjb.gov.uk or telephone 0131 344 2500

- **How we use your personal information:**

Council Tax	<p>The Assessor is responsible for placing the banding on all domestic properties within the Lothian Area. LVJB does not deal with payment of council tax. This is dealt with by each Council's Finance Department.</p> <p>Information that may be required: Name, address, email and telephone contact details, purchase price, purchase date and occupation date. We may also require access to your property.</p>
Valuation Roll	<p>The Valuation Roll contains an entry for every non-domestic property in the Lothian area. Each entry in the Roll includes the names of proprietors and occupiers and the Rateable Value which has been set by the Assessor. LVJB does not deal with payment of business rates. This is dealt with by each Council's Finance Department.</p> <p>Information that may be required: Company name or your name, property address and/or correspondence address, your email and telephone contact details, business turnover, rents paid, construction/building costs. We may also require access to your property.</p>

Please note: If you have previously provided contact details and you no longer wish us to contact you by email or by telephone, please advise us by emailing enquiries@lothian-vjb.gov.uk or telephone 0131 344 2500.

Failure to provide data:

Council Tax	<p>The Assessor is carrying out a statutory function to compile and update the Valuation List, failure to provide information may incur the following fines:</p> <ul style="list-style-type: none"> • If you do not complete a request for information issued to you under the Local Government Finance Act 1992, when required to do so, you could be liable to pay a penalty no exceeding level 2 on the standard scale (£500). • If you knowingly supply false information you could liable on summary conviction to imprisonment for a term not exceeding 3 months or a fine not exceeding level 3 on the standard scale (£1000) or both.
Valuation Roll	<p>The Assessor is carrying out a statutory function to compile and update the Valuation Roll, failure to provide information may incur the following fines:</p> <ul style="list-style-type: none"> • If you do not complete a request for information issued to you under the Lands Valuation (Scotland) Act 1854

	<p>(as amended), when required to do so, you could liable on summary conviction to pay a penalty not exceeding level 3 on the standard scale (£1000).</p> <ul style="list-style-type: none">• If you knowingly supply false information you could liable on summary conviction to pay a penalty not exceeding level 3 on the standard scale (£1000).
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- **Legal basis**

Our processing is driven by statute/regulation, namely:

- Local Government Finance Act 1992 for Council Tax.
- Lands Valuation (Scotland) Act for 1854 (as amended) for Valuation Roll.

- **Legal basis under GDPR**

Article 6(1)(c) processing is necessary for the compliance with a legal obligation to which the controller is subject or;

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 or;

- **Third Parties we may share your information with:**

1. Government Departments and Local Authorities, other Valuation Joint Boards and Electoral Registration Offices.
2. Scottish Assessors Association and the Valuation Office Agency.
3. Flood Re Limited

We are also required by law to report certain information to appropriate authorities - for example:

1. Where a formal court order has been issued.
2. To law enforcement agencies for the prevention and detection of Crime.
3. The Council Tax department of your local authority for the assessment or collection of a tax, for example single person discount queries/disputes.

- **Sources of Information**

We receive information from your local councils, other Valuation Joint Boards and Electoral Registration Offices, government departments, Royal Mail, building companies and Register of Scotland.

- **International Transfers**

Your information will always be processed within the European Union and will not be shared with any overseas recipients.

- **Retention**

Your details will be kept in accordance with our legal obligations and in line with statutory retention periods. The SAA is made up of 14 different Assessors offices, to access this information please see the site of the individual Assessors office.

- **Rights**

Subject to some legal exceptions, you have the right to:

1. to be informed about the processing of your personal information;
2. to access your personal information;
3. to have any inaccuracies corrected;
4. to have your personal data erased;
5. to place a restriction on our processing of your data;
6. to object to processing;
7. to request your data to be ported (data portability);
8. not to be subject to automated decision making and profiling.

- **Complaints**

We aim to provide the best possible service and resolve any complaints about how we handle your personal information. If you have a complaint you should contact the Data Protection Officer by emailing governance@lothian-vjb.gov.uk or telephone 0131 344 2500.

However, if you are dissatisfied with our response you have the right to lodge a complaint to the Information Commissioner's Office. The contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (if you prefer to use a national rate number) or visit their website at: <https://ico.org.uk/concerns>

- **Performance Cookies**

First party Performance Cookies are used on this website, in the form of Google Analytics. Performance Cookies collect information about how visitors use a website, for instance, which pages visitors go to most often and how they navigate through the website.

These Cookies don't collect information that identifies a visitor. All information these Cookies collect is aggregated and therefore anonymous and is only used to improve how the website works. It allows us to see how easily people find the information they are looking for and helps us improve the design, navigation and layout of the site.

By using our website you agree that we can place these Performance Cookies on your device. Cookies can be disabled completely or partially at the browser level.

For information on how to do this, you can check the Help section of your Internet browser.

- **Freedom of Information (Scotland) Act 2002**

We may disclose information without obtaining your consent to comply with legislation, including the Freedom of Information (Scotland) Act 2002 and Environmental Information Regulations 2004, or an order of court.

- **Protecting your information**

We acknowledge that your trust and privacy is important. We are committed to protecting the information you provide us. To prevent unauthorised access, maintain accuracy and ensure proper use of information, we have physical, electronic and managerial processes to safeguard and secure the information we collect.

- **Contact us**

Assessor and Electoral Registration Office

17A South Gyle Crescent
Edinburgh
EH12 9FL

Email Governance@lothian-vjb.gov.uk

Telephone: 0131 344 2500

Fax: 0131 344 2600 or Minicom: 0131 344 2611

For independent advice about data protection, privacy and data-sharing issues, you can contact the [Information Commissioner's Office](#).

- **Changes to this privacy notice**

We may change this privacy notice from time to time in order to reflect changes in the law and/or our privacy practices. This privacy notice was last updated on 16 May 2018.