

## General Data Protection Regulation Privacy Statement

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

### Who am I?

As the Assessor for Orkney and Shetland, I have been appointed by Orkney and Shetland Valuation Joint Board in accordance with the Local Government etc. (Scotland) Act 1994. My head office is located at 8 Broad Street, Kirkwall, Orkney, KW15 1NX, and you can contact my Data Protection Officer by post at Highland & Western Isles Valuation Joint Board, Moray House, 16/18 Bank Street, Inverness IV1 1QY, by email at: [assessor.dpo@highland.gov.uk](mailto:assessor.dpo@highland.gov.uk), and by telephone on 01463 703314.

### 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 01856 876222 or by emailing [assessor@orkney.gov.uk](mailto:assessor@orkney.gov.uk)

### Legal basis for using your information:

You can find more details of my role on our website at <http://www.orkney-shetland-vjb.co.uk/>  
Processing your personal information is necessary for the performance of my public task to compile, publish and maintain the Valuation Roll and Council Tax Valuation List in accordance with the Local Government (Scotland) Act 1975 and the Local Government Finance Act 1992.

### Failure to provide information:

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 not exceeding level 2 on the standard scale (£500). If you knowingly supply false information you could be 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.

If you do not complete a request for information issued to you under the Lands Valuation (Scotland) Act 1854 (as amended), when required to do so, you could be liable on summary conviction to pay a penalty not exceeding level 3 on the standard scale (£1000). If you knowingly supply false information you could be liable on summary conviction to pay a penalty not exceeding level 3 on the standard scale (£1000).

### 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 us improve our services. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

I sometimes need to share the 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. Where appropriate your information will be anonymised before it is shared with an organisation.

Where necessary or required I may share information with:-

Other Assessors

Orkney Islands Council and Shetland Islands Council as the Valuation Authorities

The Electoral Registration Officer for Orkney & Shetland

Valuation Office Agency

Government Bodies

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:**

We do not transfer information overseas, however where your information is transferred overseas with our permission we 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 <http://www.orkney-shetland-vjb.co.uk/> or you can request a hard copy from the head office 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 <http://www.orkney-shetland-vjb.co.uk/> or email [assessor@orkney.gov.uk](mailto:assessor@orkney.gov.uk)

**Complaints:**

I aim to directly resolve all complaints about how I handle personal information. However, you also have the right to lodge a complaint 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>

**More information:**

For more details on your information rights please visit <http://www.orkney-shetland-vjb.co.uk/>

If you do not have access to the internet you can contact me via telephone or write to me requesting paper copies of my documents.