

## TAYSIDE ASSESSOR PRIVACY NOTICE

The following is a privacy statement in relation to personal information I seek from you.

### **Who am I?**

As the Assessor for Tayside I have been appointed by Tayside Valuation Joint Board (TVJB) in accordance with the Local Government etc. (Scotland) Act 1994.

My head office is located at:

Floor 1  
William Wallace House  
Orchard Loan  
Orchardbank Business Park  
Forfar  
DD8 1WH

Telephone: 01307 499910

and you can contact our Data Protection Officer as follows:

Ian Smail  
Data Protection Officer for TVJB  
Dundee City Council  
21 City Square  
Dundee  
DD1 3BY

Telephone: 01382 434206

Email: [ian.smail@dundeecity.gov.uk](mailto:ian.smail@dundeecity.gov.uk)

### **Why do I need your personal information and what do I do with it?**

You are required to give me 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 01307 499910 or by emailing [assessor@tayside-vjb.gov.uk](mailto:assessor@tayside-vjb.gov.uk)

### **Legal basis for using your information:**

You can find more details of my role on our website at <https://www.tayside-vjb.gov.uk/index.htm> 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. This data sharing is in accordance with our Data Protection Policy. 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
- Angus and Perth & Kinross Councils as the Valuation Authorities
- The Electoral Registration Officer for Angus, Dundee and Perth & Kinross
- Valuation Office Agency
- Government Bodies
- Office for National Statistics
- Flood Re Limited
- Scottish Water
- 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 if your information requires to be transferred overseas with our permission I will ensure suitable safeguards are in place. If you wish more information on the safeguards please contact me (details above).

### **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. You can request a copy from the contact address stated above.

### **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 <https://www.tayside-vjb.gov.uk/pages/Privacy.html> or email [assessor@tayside-vjb.gov.uk](mailto:assessor@tayside-vjb.gov.uk)

## **GENERAL INFORMATION**

### **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 my other legal obligations

Please contact me as stated above if you wish to exercise any of these rights.

### **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 <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

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.