

## **Privacy Notice**

### **Who are we?**

Grampian Valuation Joint Board was established by the Valuation Joint Board (Scotland) Order 1995 to carry out the valuation and electoral registration functions of Aberdeen City, Aberdeenshire and Moray Councils. We are located at Woodhill House, Westburn Road, Aberdeen, AB16 5GE, and you can contact our Data Protection Officer by post at the same address, by email at: [dpo@grampian-vjb.gov.uk](mailto:dpo@grampian-vjb.gov.uk) and by telephone on 0141 562 1263.

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

You are giving us your personal information to allow us to administer the corporate, financial and human resource functions of the Joint Board. We may also use your information to contact you by post, email or telephone and to maintain our records.

You are giving us your personal information to allow us to effectively manage your employment or prospective employment with the Grampian Valuation Joint Board and for us to meet our obligations to you as an employee or prospective employee.

During your employment, you may be invited to disclose personal characteristic information as defined in the Equality Act 2010 and other equalities related information. This information is used for statistical monitoring of the composition of the Grampian Valuation Joint Board workforce.

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

Processing your personal information is necessary for the performance of a contract with you (or in the case of recruitment, to take steps to enter into a contract with you). If you do not provide us with the information we have asked for then we will not be able to manage our employment relationship with you.

Some of the information we collect is special category personal data, the processing of this information is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or data subject in the field of employment.

### **Who do we share your information with?**

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies for the same purpose. We are also legally obliged to share certain data with other public bodies and will do so where the law requires this. We 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 Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We sometimes need to share your personal information with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act 2018. What follows is a description of the types of organisation we may need to share some of the information we process for one or more reasons.

Where appropriate or required we may share information with:-

Other Assessors and Electoral Registration Officers

Aberdeen City, Aberdeenshire and Moray Councils as our Valuation Authorities  
Moray Council as our provider of Support Services  
Banks and other Financial Institutions  
HMRC

Department of Work and Pensions

Government Bodies

Pension Fund Administrators

Occupational Health Advisors

National Fraud Initiative

Ill Health Insurance Providers and Brokers

Trades Unions

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

### **International transfers:**

We do not transfer information overseas.

### **How long do we keep your information for?**

We 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.

We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at [www.grampian-vjb.gov.uk/records](http://www.grampian-vjb.gov.uk/records) 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 we hold about you.
- **correcting your information** – We want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us 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 us to delete personal information about you where:
  - I. you think that we no longer need to hold the information for the purposes for which it was originally obtained
  - II. you have a genuine objection to our use of your personal information –
  - III. our use of your personal information is contrary to law or our other legal obligations

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

### **Information you have given us about other people:**

If you have provided us with anyone else's details, please make sure that you have told them that you have given their information to us. We will only use this information to administer the functions of the Joint Board and to compile, publish and maintain the Valuation Roll, Council Tax List and Electoral Register.

If they want any more information on how we will use their information they can visit our web site at [www.grampian-vjb.gov.uk](http://www.grampian-vjb.gov.uk) or email [assessor@grampian-vjb.gov.uk](mailto:assessor@grampian-vjb.gov.uk)

**Complaints:**

We aim to directly resolve all complaints about how we 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 [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

**More information:**

For more details on your information rights please visit [www.ico.org.uk](http://www.ico.org.uk)

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

**23 May 2018**