

The following is an extract from the Data Protection entry for the Assessor and Electoral Registration Officer for The Lothian Valuation Joint Board. It describes, in very general terms, the personal data being processed by:

Lothian Valuation Joint Board

Nature of Work – Assessor and Electoral Registration Officer

Description of processing

The following is a broad description of the way this data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the data controller has provided or contact them to ask about your personal circumstances.

Reasons/purposes for processing information

I process personal information to enable me to fulfil my statutory duties, to maintain accounts and records and to support and manage staff.

Type / Classes of Information processed

I process information relevant to the above reasons/purposes. This includes personal details including name, address, date of birth, national insurance number and nationality; in certain cases, telephone number, email address, service number and passport number. Other information I may process includes

- Personal details
- Family, lifestyle and social circumstances
- Financial details
- Employment and education details
- Goods or services provided

I also process sensitive classes of information that may include:

- Physical or mental health details
- Racial or ethnic origin
- Religious or other beliefs of a similar nature
- Trade union membership
- Details of 15 -17 year olds

Who the information is processed about

I process personal information about

- Employees
- Customers and clients
- Suppliers and services providers
- Advisers, consultants and other professional experts

- Complainants and enquirers
- Those who are registered to vote
- Those who have made an application to register to vote
- Those who may be eligible to register to vote

What Information I collect and keep

I collect, and may keep, the following personal information relating to those listed above:

- Full name, and any previous name by which the applicant has been known within 12 months before the date of application
- Current address or addresses, and any address at which the applicant has ceased to reside within the last 12 months before the date of application
- Date of Birth
- National Insurance number
- Nationality or nationalities
- An indication on whether the applicant has requested to be omitted from the open/edited version of the register
- An indication on whether the applicant has applied to be registered with an anonymous entry
- An indication on whether the applicant has applied to be registered in pursuance of a service declaration, a declaration of local connection or an overseas elector's declaration
- (In certain cases) other information which I may require to enable me to verify the identity of a person or determine their entitlement to register: this may include passport, identity card or driving licence information; birth or marriage certificate information; or financial statement information.
- Financial information such as annual accounts

What Information I may share

I share, or may share, my electoral registers, valuation roll and council tax list and such personal information as appears on them.

Who the information may be shared with

I sometimes need to share the personal information I process with the individual themselves and also with other organisations. Where this is necessary I am required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the kinds of organisations and individuals with whom I may need to share some of the personal information I process for one or more reasons.

1) Where necessary or required I share information with:

- Organisations, including government departments and their agents, which enable me to confirm or verify the personal details of electors and potential electors, whether by means of the Individual Electoral Registration Digital Service or otherwise.
- Organisations and individuals entitled to have copies of, or to see, the electoral register, council tax list or valuation roll, who include:

- Returning officers and other election staff, political parties, candidates and holders of elected office for electoral purposes
 - The local council and public libraries
 - The British Library and the National Library of Scotland
 - The Electoral Commission
 - The Boundary Commissions
 - The Statistics Board
 - The police and related organisations, including organisations which take part in the national fraud initiative, and the security services
 - Government departments, for the purposes of preventing and detecting crime and safeguarding national security
 - Credit reference agencies
 - Organisations and individuals who buy the open register (also known as the edited register), Council Tax list and Valuation Roll
 - Other occupants of the individual's address
- Suppliers and service providers
 - Current, past and prospective employers
 - Other Assessors and UK valuation authorities

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the Data Protection Act.

Statement of exempt processing:

I also process personal data which is exempt from notification

CCTV- Crime Prevention

CCTV is used for maintaining the security of property and premises and for preventing crime. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects

themselves, employees and agents, service providers, police forces, security organisations and persons making an enquiry.