

## **LVJB Privacy Notice - Human Resources**

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 UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 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.

The Assessor is also the Electoral Registration Officer for these areas with responsibility for compilation and maintenance of the Electoral Register.

### **Data Controller**

For Lothian Valuation Joint Board's Human Resources Section 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](mailto:assessor@lothian-vjb.gov.uk) or telephone 0131 344 2500.

### **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](mailto:governance@lothian-vjb.gov.uk) or telephone 0131 344 2500

## How we use your personal information:

Personal information you supply will allow us to effectively manage your employment or prospective employment with LVJB.

<b>Applicants for employment</b>	<b>Information held in your file and/or LVJB IT systems will include:</b> Your name, address, telephone and email contact details, academic qualifications, employment history, Home Office Right to Work documentation and Equality monitoring form including all protected characteristics.
<b>Current Staff</b>	<b>Information held in your file and/or LVJB IT systems will include:</b> Your name, address, telephone and email contact details, Tax/National Insurance records, bank account details, pension details, overtime and expenses, sickness absence administration, annual/special leave records, training records, references, health details and Equality monitoring form, Criminal Records Bureau and Disclosure checks.  <b>Information held in your file and/or LVJB IT systems may also include:</b> Drivers Licence/MOT, vehicle tax and insurance records, grievance/disciplinary records, occupational health records and Trade Union Membership.  <b>Emergency contact details:</b> The person's name, address, telephone and email contact details.
<b>Former Staff</b>	<b>Information held in your file and/or LVJB IT systems will include:</b> Your name, address, telephone and email contact details and service details.

## **Third Parties we may share your information with**

- HR Department City of Edinburgh Council held in iTrent system.
- Lothian Pension Scheme for the facilitation of pension contributions.
- Money Matters Financial Solutions for the opportunity to benefit from a Shared Cost AVC scheme.
- VIVUP for the opportunity of purchasing goods and services via the benefit of salary sacrifice.
- Summary data from the Equality monitoring form is published on the SAA website.

## **Legal basis**

- Employment Rights Act 1996
- SI 1982/894 Statutory Sick Pay (General) Regulations: HM Revenue & Customs E14
- SI 1995/3103 The Retirement Benefit Schemes (Information Powers) Regulations.
- SI 1998/1833 Work Time Regulations
- SI 1999/3312 The Maternity and Paternity Leave etc. Regulations
- Parental Leave Regulations
- SI 1999/584 National Minimum Wage Regulations: Equal Pay Act, 1970
- The reporting of Injuries, Diseases & dangerous Occurrences Regulations 1995(RIDDOR)(SI 1995/3163) as amended
- Tax Management Act 1970
- Limitation Act 1980
- Health and Safety at Work Act 1974
- Equality Act 2010
- Access to Medical Reports Act 1998
- Companies Act 1985 as modified by the Companies Act 1989 & 2006
- Trade Union and Labour Relations (Consolidation) act 1992

## **Lawful basis**

### **Lawful basis under GDPR**

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

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;

Article 9(2)(g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State Law which shall be proportionate to the aim pursued,

respect the essence of the right to data protection and provide suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

### **Lawful basis under The Data Protection Act 2018**

Schedule 9, Condition 3 - processing is necessary for the compliance with a legal obligation to which the controller is subject;

Schedule 9, Condition 5 (c) and Schedule 10, Condition 7 (c) - processing is necessary for the exercise of functions conferred on the LVJB by an enactment or rule of law;

Schedule 9, Condition 5 (e) - processing is necessary for the exercise of functions of a public nature exercised in the public interest.

## **Rights**

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

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

- to be informed about the processing of your personal information;
- to access your personal information; [request a copy of the personal information we hold about you;](#)
- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing;
- to request your data to be ported (data portability);
- not to be subject to automated decision making and profiling.

## **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.

## 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](mailto: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 or visit their website at: <https://ico.org.uk/concerns>

## 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.

## Sources of Information

Individual (data subject), Occupational Health, References provided by former employers and Disclosure Scotland.

## International Transfers

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

## Retention

1. Unsuccessful applicants for employment – information will be securely destroyed, six months from the date of interview.
2. Current staff & former staff – file will be retained for 6 years from your leaving date, thereafter in summary form only for reference purposes.

## **Links To Other Sites**

Our website contains links to other websites. We are not responsible for the privacy practices of such other sites. When you leave our site, please be sure to read the privacy statements of each and every website that collects personal data about you. This privacy policy applies solely to information collected by Lothian Valuation Joint Board.

## **Recordings**

### **Calling Our Office**

All our telephone calls are recorded. We hold a log of the phone number, date, time duration of the call and an audio recording.

We make an audio recording for training and monitoring purposes. The information is securely stored for a period of 30 days.

The lawful basis we rely on to process personal data is article 6(1)(e) of the UK GDPR, which allows us to process personal data when it is necessary for the performance of our public task.

### **Visiting Our Office**

Closed-circuit television (CCTV) operates outside the premises, inside when entering the building and in the immediate vicinity of the area under surveillance. The information is viewed by us on a live feed and recorded. The information is securely stored for a period of 72 days.

The purpose for processing this information is used for maintaining the security of property and premises and for preventing crime. The lawful basis we rely on to process your personal data is article 6(1)(f) of the UK GDPR, which allows us to process personal data when it is necessary for the purposes of our legitimate interests.

## **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 do not 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.

## Contact us

### Assessor and Electoral Registration Office

17A South Gyle Crescent  
Edinburgh  
EH12 9FL

Email [governance@lothian-vjb.gov.uk](mailto:governance@lothian-vjb.gov.uk)

Telephone: 0131 344 2500

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 2 February 2026.