

**Lanarkshire Valuation Joint Board  
&  
Assessor and Electoral Registration Officer  
Data Protection Policy Statement**

**Data Protection Act 1998 (The DPA)**

The Lanarkshire Assessor and Electoral Registration Officer holds and uses a large amount of personal data including sensitive personal data, about people. This information could be about current, past and prospective employees, suppliers, clients and service users/customers. In particular the Assessor & ERO holds information about people and their properties as part of his statutory duties and holds information on employees as part of his role as manager of the Joint Board.

The proper handling of this information is vital. If the Lanarkshire Assessor and Electoral Registration Officer does not comply with the DPA, it will lose the trust and confidence of the public and partners.

Officers of the Lanarkshire Assessor and Electoral Registration Officer must ensure that they comply with the requirements of the DPA.

The Data Protection Act doesn't guarantee personal privacy at all costs, but aims to strike a balance between the rights of individuals and the sometimes competing interests of those with legitimate reasons for using personal information. It applies to some paper records as well as computer records.

**Personal data**

Personal data is any data that is about, is linked to, or is focussed on an identifiable living individual's personal and family life, profession or business. It includes facts, opinions and information used by the Lanarkshire Assessor and Electoral Registration Office to make decisions and plans about the person.

**Sensitive personal data**

The DPA defines "sensitive personal data" as data about an individual's racial or ethnic origin, political opinions, physical or mental health, religious beliefs or other beliefs of a similar nature, trade union membership, sex life and criminal convictions or proceedings.

**Notification**

The Lanarkshire Assessor and Electoral Registration Officer is a registered Data Controller. This means that it has notified the purposes for collecting and holding this data to the Information Commissioner. It is illegal to use personal data for any other purpose.

**Principles**

The DPA sets down rules that The Assessor and Electoral Registration Officer must follow when collecting and using personal data. These eight rules are called the Data Protection Principles.

To comply with the Data Protection Principles, The Assessor and Electoral Registration Officer must make certain that all personal data is:

1. processed fairly and lawfully;
2. held and used for specified and lawful purposes;
3. adequate, relevant and not excessive in relation to purpose for which they are processed;
4. accurate and where necessary kept up to date;
5. not kept for longer than is necessary;

6. processed in accordance with the data subject's rights;
7. kept secure;
8. not transferred to countries that do not have adequate protection.

## **Processing**

This means collecting, amending, handling, storing or disclosing personal information.

## **Strategy**

Lanarkshire Valuation Joint Board and the Assessor and Electoral Registration Officer appreciates that there must be checks in place to make sure that they treat all personal data correctly.

The Lanarkshire Assessor and Electoral Registration Officer will apply this policy on behalf of both himself and the Joint Board in all of its activities.

The Lanarkshire Assessor and Electoral Registration Officer as a whole has responsibility for compliance with the DPA. However, it places specific responsibilities on:

- the Assessor and Depute Assessor, who are to implement and enforce this policy across the Assessor and Electoral Registration Office.
- line managers, who are to make sure that their staff are aware of and comply with their responsibilities
- Individual staff members, who are to comply with their responsibilities; and
- the Information Manager, who is to
  - give training, guidance and advice on how to interpret the DPA and
  - check the effectiveness of this policy and related procedures across the Assessor and Electoral Registration Office.

## **Controls**

The Lanarkshire Assessor and Electoral Registration Officer will

- when collecting personal data, make sure that they tell individuals
  - that we are doing so (unless the information is coming from them) and
  - why we are collecting their information;
- make sure that the collection and use of personal data is fair and lawful;
- only collect and use such personal data that it needs;
- make sure personal data is kept accurate and up to date;
- make sure that individuals can exercise their rights. These include the right to
  - be informed that the Lanarkshire Assessor and Electoral Registration Officer is processing their personal data and for what purpose(s);
  - have access to their personal data.
  - prevent processing in certain circumstances; and
  - correct, rectify, block or erase wrong personal data.
- make sure that out of date personal data is destroyed in accordance with agreed retention schedules;
- take appropriate technical and organisational security measures to safeguard personal data;
- make sure that the Assessor and Electoral Registration Officer does not send personal data abroad to countries that do not have data protection laws or arrangements.

## **The Electoral Register**

The production of a Public Register such as the Electoral Register is exempt from the Notification process. However, the Lanarkshire Assessor and Electoral Registration Officer has included the Electoral Register as a purpose within its Notification.

### **The Information Commissioner's view**

The Commissioner believed that because individuals are required by law to supply personal information for the electoral register, and they commit a criminal offence if they do not, any non-electoral uses of the information should be kept to a minimum.

### **There are two versions of the Register:**

#### **The full register**

The law makes it compulsory to provide information to an electoral registration officer for inclusion in the full register. The details individuals are likely to have to provide are their name, address, nationality and age. The full register is updated every month, and published once a year, and is used by electoral registration officers across the country for purposes related to elections. Political parties, MPs and public libraries also have the full register.

It is also used by local authorities for their duties relating to security, law enforcement, and crime prevention, for example, checking entitlement to council tax discount or housing benefit. It may also be used by the police for law enforcement purposes.

It can be sold to government departments to help in their duties such as the prevention or detection of crime.

Credit reference agencies are allowed to buy the full version of the register so that lenders can check the names and addresses of people applying for credit and carry out identity checks to help stop money laundering.

It is a crime for anyone who has a copy of the full register to pass information from this register onto others if they do not have a lawful reason to see it.

#### **The edited register**

It is not compulsory to have your details on the edited version of the register and you will be given the chance to opt out on the voter registration form which is sent to every household in the country once a year. The edited register is updated and published once a year and can be sold to any person, organisation or company and used for any number of purposes, including direct marketing.

### **More Information**

If you want more information, you can contact the Joint Board's Information Officer, Tracey Russell  
By phone on 01698 476004  
By email using [tracey.russell@southlanarkshire.gov.uk](mailto:tracey.russell@southlanarkshire.gov.uk)

You can get details of the Lanarkshire Assessor and Electoral Registration Officer notification to the Information Commissioner and information on the DPA published by the Information Commissioner at [www.ico.gov.uk](http://www.ico.gov.uk).