

THE DATA PROTECTION ACT

You will not break the Data Protection Act 1998 if you give us the information we need. Section 35(1) of this Act lets you give these details.

IF YOU DO NOT GIVE US THE INFORMATION WE ASK FOR

When we first ask you for information you may want to get advice before you give it to us. After that if you still do not give us the information we ask for, we may take legal action. We can only do this if you intentionally delay or obstruct an Authorised Officer from their investigation. This is covered by Section 111 of the Social Security Administration Act 1992.

HOW TO COMPLAIN

If you want to complain about what we have asked you for, or how we have asked you, please contact the:

Local Taxation & Benefits Manager
The Highland Council
Glenurquhart Road, Inverness IV3 5NX

If you are still not satisfied, you can contact:
Head of Exchequer
The Highland Council
Glenurquhart Road, Inverness IV3 5NX

You can also ask for an independent review by writing to:
Scottish Public Service Ombudsman
4 Melville Street, Edinburgh EH3 7NS

HELP US TO TACKLE

BENEFIT FRAUD

The Council operates a **FRAUD HOTLINE** which is free and confidential. You don't even have to tell us your name and address.

If you know someone who is committing benefit fraud or have a suspicion that they are receiving benefit incorrectly, contact us without delay on:

FREEPHONE
0800 854183

To request this information in an alternative format, e.g. large print, Braille, computer disc, audio tape, or suitable language, please contact:

Local Taxation and Benefits Team
INVESTIGATION
01463 702525

BENEFIT FRAUD FOILL SHOCHAIREAN

employees' names; wage details; periods of work; conditioned hours; terms of employment (for example employee, sub-contractor or self-employed); bank details (bank account numbers and addresses); staff or payroll numbers; National Insurance numbers; home addresses; dates of birth; details of goods supplied for personal sale; licence details; and dates and details of pension payments

WE NEED YOUR HELP CUIDICH SINN

A guide for employers, contractors, self-employed people, pension providers and licensing authorities.

The Highland Council has sent this leaflet to you because we think you are someone who has access to information we need.

WHY WE NEED INFORMATION

Sometimes people who get benefits do not tell us about all of their income, for example that they are working, or that they are getting money from a pension. This is called undeclared income. We need to investigate this as it may be against the law.

When we are looking into suspicions of undeclared income, we try to find out where the person works, the type of work that they do and the payments they get.

We try to find this out from people who are defined in legislation as being in a work relationship with, or providing a pension payment to, the person we are asking you about.

INFORMATION WE NEED

The type of things we may ask you for are:

- employees' names;
- wage details;
- periods of work;
- conditioned hours;
- terms of employment (for example employee, sub-contractor or self-employed);
- bank details (bank account numbers and addresses);
- staff or payroll numbers;
- National Insurance numbers;
- home addresses;
- dates of birth;
- details of goods supplied for personal sale;
- licence details; and
- dates and details of pension payments.

THE LAW

The Law says we can ask for this information under the Social Security Administration Act 1992, Section 110A [by reference to 109B(1) and 109(C)].

WHO CAN ASK FOR INFORMATION?

Staff who have a *certificate of authorisation* can ask you for the information. They are called *Authorised Officers* and they will show you their certificate if they visit. The certificate is authorised by the local authority in accordance with section 110A of the Social Security Administration Act 1992.

HOW WILL WE CONTACT YOU?

We may ask you for information by writing to you, or by visiting.

If we need to visit you, we will usually agree a suitable time with you. We may not always be able to do this for operational reasons.

WHO ELSE CAN VISIT YOU?

The Authorised Officer may bring someone with them to help get the information. This is usually someone else from the local authority or an Authorised Officer from the Department for Work and Pensions (DWP). However, it may be someone from another government department.

ENTRY TO PREMISES

Authorised Officers cannot force their way into places where people work. They can only come in if you agree that they can. It is also up to you if they stay to get the information they need.

TAKING DOCUMENTS AWAY

If we need to copy information and this cannot be done where you work, we may want to take it away. We will only do this if you agree. We will give you a receipt and return it as soon as we can.

WHERE TO GET HELP AND ADVICE

This leaflet is based on the information in a Code of Practice produced by the Department for Work and Pensions and local authority associations. To view a copy of this code, please contact any Highland Council Service Point. Alternatively, our Authorised Officers can arrange for you to view this code. You can see a copy of the Code on the DWP website at:

<http://www.dwp.gov.uk>