



# Falkland Islands Government Privacy Notice – Taxation Office

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## **Contact details**

Falkland Islands Government Taxation Office

Address: Taxation Office, Stanley,  
St Mary's Walk, Stanley, Falkland Islands

Phone Number: + 500 28470

E-mail: [general@taxation.gov.fk](mailto:general@taxation.gov.fk)

Opening-Hours: By appointment only

## **Why we collect your personal information?**

The Falkland Island Government is required under the following legislation to collect, assess, receive and account for income tax and corporation tax for the Falkland Islands and income tax for South Georgia & South Sandwich Islands. This legislation includes:

- Taxes Ordinance 1997
- Tax (Apportionment of Deductions) Rules 1997
- Income Tax (Disclosure of Information) Order 2003
- Payments on Account of Tax (Employees' Deductions) Regulations 1997
- Taxes (Benefits in Kind) Rules 2003
- Extra statutory concessions

## **What type of information do we have?**

Personal data is defined as any information which identifies a living individual. We currently collect and process personal data in many different ways depending on how you interact with the government. Some personal information may be classed as sensitive due to the nature of the data and will be protected accordingly.

To enable us to provide the services related to operations performed in the Taxation Office and to comply with our legal obligations, we collect the following information from you directly or from internal departments and external entities:

- Name
- Address
- Contact Details
- Date of birth
- Gender
- Financial information

## **How we get the information?**

The personal information we process is provided to us directly by you, as the data subject, or from internal departments and external entities. The method of collection will depend on how you interact with the government and its services.



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### **What happens to the information we have?**

We use the information that you have given us in order to fulfil our function as a public authority and provide the above services under our legal obligations.

We process your information to:

- Assess and account for income tax for individuals
- Assess and account for corporation tax for incorporated entities

Other ways that we use your information include:

- Research and planning – the information collected about you when you use our services can sometimes be used for purposes beyond the assessment for taxation. These can include:
  - Research and data collection for production of national economic statistics
  - Calculation of gross national income
  - other secondary uses

We may share your personal data between our services and with partner organisations, such as contract service providers and the police. We will do so when it is of benefit to you, required by law, or to prevent and detect fraud. The partner organisations we may share your information with include:

- Government Departments, including Treasury, Policy & Economic Development
- Your employer

All Government Officers who have access to information or data from the Taxation Office are required under specific protection provisions within the Taxes Ordinance 1997 to undertake Tax Oath of secrecy, in addition to the standard FIG Oath of secrecy.

### **How do you get access your personal data?**

Individuals have the right, in accordance with the FIG Data Protection Policy (2020) and FIG Access to Information Code of Practice (2016), to access their personal data held by FIG and to ensure it is accurate.

The Falkland Islands Government endeavours to respond to your request within 20 working days from receipt of the request and satisfactory proof of identity. The 20 days may be extended if the request is complex but the Government Department will inform you if this applies. Should the request also require extensive research then the individual will be contacted with an explanation and may be subject to a fee.



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To enable FIG to deal promptly with a request for the Taxation Office, please complete the Subject Access Request form available on: [Strategies & Policies \(falklands.gov.fk\)](#)

FIG and Taxation Office reserves the right to refuse disclosure of personal data if the request covers exempt information. You will be notified if your request includes exempt information.

### **How do we store your information?**

Any personal data relating to an individual – in paper or electronic format - is securely stored within Government Directorates. Each Directorate has measures in place to ensure this data is only accessed by authorised persons, who have appropriate reasons for viewing or processing your information.

Personal information is retained for legal or administrative purposes for a set period of time, in line with approved Government record retention schedules. Each Department has its assigned and approved schedule.

At the end of the retention period information is disposed of securely either through confidential destruction or irretrievable deletion.

### **Complaints**

If you are dissatisfied with a response received please let us know so that we can address any concerns. Alternatively, you can also submit a complaint, so that the decision can be reviewed internally, via the website: [www.falklands.gov.fk/feedback](http://www.falklands.gov.fk/feedback)

### **Further Information**

You can access the FIG Data Protection Policy at: [FIG Data Protection Policy.pdf \(falklands.gov.fk\)](#)

For further information you can also contact the FIG Records Manager on email: [records.manager@sec.gov.fk](mailto:records.manager@sec.gov.fk)