

## 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:

**Policy and Development Manager,**  
PO Box 5650, Inverness IV3 5YX

If you are still not satisfied, you can contact:

**Head of Exchequer,**  
PO Box 5650, Inverness IV3 5YX

You can also ask for an independent review by writing to:

**Scottish Public Service Ombudsman,**  
Freepost EH 641, Edinburgh EH3 0BR



# 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**

## Alternative formats Cruthan eile

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

**Policy & Development,  
Investigations Team**  
**☎ 01463 702372**



# Benefit Fraud Foill Shochairean

information  
sub-contractor  
employee's  
income  
wages  
working  
address  
details of pension payments  
self-employed  
payroll numbers  
bank details  
undeclared income  
money  
goods supplied for personal sale  
terms of employment  
conditioned hours  
hours  
dates of birth  
National Insurance numbers  
wage details  
dates of pension payments  
licence details  
staff numbers

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



# We need your help

## Tha feum againn air ur cuideachadh

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 or their partner 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 seeking information about.

### Information we need

The types 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)]. The details of this request should not be discussed with the employee named nor should they be made aware of this request.

### 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. These certificates are authorised by The Highland Council 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 Highland Council 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.

