



## Privacy Notice

The Data Controller of the information being collected is Moray Council.

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at [info@moray.gov.uk](mailto:info@moray.gov.uk) or 01343 562633. You can also consult the information available at the Information Commissioner's websites, [ico.org.uk](http://ico.org.uk)

This privacy statement relates to the following process:

Evictions

Your information is being collected to use for the following purposes:

Statutory and local reporting purposes.

The legal basis/bases for collecting the information is:

Processing is necessary for compliance with a legal obligation to which the controller (that is Moray Council) is subject.

Your information will be shared with the following recipients or categories of recipient:

- 1) Housing information team
- 2) External auditor
- 3) Service managers.

The personal data being used for this process includes:

Name, age, address, email, phone, mobile, tenancy reference number.

Some of your personal data that is used for this process has originated from a third party. The data originating from a third party includes:

This is triggered by Housing Management (Housing Services manager). The Housing Information Team then look up documents in Sharepoint. Information is also provided from the Legal department.

Your data will be held by Moray Council for a pre-determined length of time. You can find all the information about how long we retain data for on our website:

[www.moray.gov.uk/moray\\_standard/page\\_92820.html](http://www.moray.gov.uk/moray_standard/page_92820.html)

Please note that you have the following rights:

- to lodge a complaint with the Information Commissioner's Office
- to request access to your personal data
- to request rectification on erasure of your personal data, as so far as the legislation permits
- to request restricting of processing of your personal data (that is, to request that we halt any activity performed on your personal data), as so far as the legislation permits
- to object to any direct marketing
- to object to any processing undertaken for the purposes of scientific/historical research and statistics, as so far as the legislation permits
- to object to the processing activity