



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 or 01343 562633. You can also consult the information available at the Information Commissioner's websites, ico.org.uk

This privacy statement relates to the following process:

Duty officer daily log.

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

Duty officer awareness and quantifying workload.

The legal basis/bases for collecting the information is:

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (that is Moray Council).

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

Not applicable. Information is only used internally by housing department staff.

The personal data being used for this process includes:

Name.

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

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 or 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