



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:

Community Care referral.

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

Request for service assessment.

The legal basis/bases for collecting the information is:

Processing is necessary for the performance of a contract to which the data subject (this is you) is part or in order to take steps at your request prior to entering into a contract.

Where sensitive/ special category data is being processed (e.g. data concerning health information, criminal convictions etc.) the legal basis/bases for collecting the information is:

Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.

If you were to withhold the personal information we require for this process, the consequences would be:

The assessment could not take place and this could place the tenant at risk.

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

Moray Council Community Care Access team.

The personal data being used for this process includes:

Name, age, home address, home phone number, mobile number, date of birth.

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 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 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 far as the legislation permits
- to object to the processing activity