



## 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:

Financial assessment.

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

To identify the client's contribution to the service charge.

The legal basis/bases for collecting the information is:

Processing is necessary in order to protect the vital interests of the data subject (this is you) or of another natural person.

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, age, home address, home phone number, mobile number, date of birth, financial information.

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 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