

Privacy Notice – Sundry Debts



How we use your information

Your personal data is required for the Council to carry out its statutory duties relating to the administration and collection of sundry debts, including sending out notifications of overpayment of Housing Benefit and overseeing the process of repaying the overpayments as outlined in the Social Security Administration Act 1992.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council's basis in data protection law to be Article 6(1)(e) of the General Data Protection Regulation (GDPR) because processing your personal data is necessary for us to meet our obligations as a local authority in collecting sundry debts and the administration of this process.

Who we share your information with

This personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date which improves the standard of the services we deliver.

As part of completing the process the personal data may be shared with third parties. These third parties include, but are not limited to:

- Landlords
- Other Local Authorities
- Sheriff Officers
- LoCTA (tracing service for Local Authorities)

The Council may also share your personal data with other relevant Council departments and third parties, where we are under a legal obligation to do so. For example this may be with Police, Department of Work and Pensions, UK Border Agency or Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council departments and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

How long the information is held for

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:

http://www.moray.gov.uk/moray_standard/page_92820.html (found on the Moray Council website under Section 5 of the Records Management Plan)

Your rights

Moray Council is the Data Controller for this personal data. You have got legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct and to ask us to stop doing something with your personal data.

As so far as the legislation permits, you also have the right to request the deletion of your data and to object to the processing.

For more information about these rights please contact the Council's Data Protection Officer at info@moray.gov.uk or 01343 562633.

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Email: casework@ico.gov.uk

Website: www.ico.org.uk