

**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 <https://ico.org.uk/ico.org.uk>

The personal data that we collect from this process will be deleted once it is no longer required as specified in the appropriate retention schedules. You can view our full list of retention schedules at <http://www.moray.gov.uk/moray_standard/page_92820.html>

This Privacy Statement relates to the following process:

**Allocation of Moray Council Allotments**

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

|  |
| --- |
| **To record the necessary details of the individual(s) being added to the Moray Council Allotments Waiting List in order for contact to be maintained and allocation to be made when suitable area is identified and offered** |

The legal basis for collecting the information is:

|  |
| --- |
|  **You have given consent to the keeping of personal information for this purpose** |

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

**None**

The personal data being used for this process includes:

**Name; address, contact information and request details**

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 (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.