

PRIVACY NOTICE

Operations and Environment – Cooper Park Active Travel Hub

Who we are

Moray Council, Council Office, High Street, Elgin, Moray, IV30 1BX, www.moray.gov.uk 01343 543451, is a Local Authority established under the Local Government etc. (Scotland) Act 1994. We are the Data Controller of the personal data being collected.

Why we are collecting your personal data

If you choose to take part in a Cooper Park Active Travel Hub activity/event, personal data will be collected from you including your name, contact details (address, phone number, email address) and your age. We will also collect relevant health information you feel could affect your participation in cycling activities.

The personal data collected is used for the following purposes:

- to process activity bookings
- to ensure activities are appropriate to the health needs of all participants.

Evaluation Surveys, Case Studies and Mailing List

You will be given the option to take part in a case study and/or to complete evaluation surveys; these can be completed anonymously. For case studies, you have the option of including your name and/or photographs/videos of yourself. For surveys, should you choose to provide it, personal data may be included within your responses. For mailing lists, should you choose to subscribe, your email address will be collected.

Photography and Video

On occasion, photographs and videos may be taken during activities. Where this is the case, you will be made aware beforehand and your permission will be requested prior to any photographs or videos being taken of your child(ren) and/or yourself. The photographs/videos may be added to Council webpages such as www.moray.gov.uk, Moray Engage (<https://engage.moray.gov.uk/>).

Personal data we collect from other sources

Personal data about you will be collected when a participation form has been completed on your behalf, for example by a parent/guardian.

Personal data you give us about other people

If you have provided, or have been asked to provide, someone else's personal data for a specific purpose, for example as an emergency contact; if reasonable to do so then please make sure that you have told them that you have given their personal data to us for this purpose.

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 United Kingdom General Data Protection Regulation (UK GDPR), because your personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council. Section 20(1) of the Local Government in Scotland Act 2003 gives the Council power to do anything it considers is likely to promote or improve the well-being of persons within its area.

For evaluation surveys, case studies, the mailing list and photography/videography we understand our legal basis for to be UK GDPR Article 6(1)(a); because you have given your consent to the processing.

Personal data that counts as 'special category data' such as health information, must satisfy extra conditions when processed. We understand our legal basis in data protection law for processing this type of data to be UK GDPR Article 9(2)(g) and Schedule 1, Part 2, Paragraph 6 of the Data Protection Act 2018; as the processing is necessary for reasons of substantial public interest for statutory and government purposes. The processing is necessary for the exercise of functions conferred under the Local Government in Scotland Act 2003.

Who we share this personal data with

Personal data you have consented to share via case studies may be shared with external organisations who fund the Cooper Park Active Travel Hub.

Your 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. It may also be shared with other relevant Council Services where applicable.

The Council may share your personal data with other relevant Council Services and third parties, where we are under a legal obligation to do so. For example, this may be with Police, Social Security Scotland, UK Border Agency, or other Registered Professional Bodies.

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

How long the personal data is held for

Your personal data will be securely stored by Moray Council for a pre-determined length of time. Information is only kept for the minimum amount of time necessary. We maintain

a record retention schedule which sets out how long we retain different types of personal data. This is available on our website: www.moray.gov.uk/RetentionSchedules.

The Council stores information within the UK.

Your rights

Moray Council is the Data Controller for this personal data. You have 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 it and to ask us to stop doing something with your personal data.

You have the right to withdraw your consent to photography/videography, evaluation surveys, case studies, and can unsubscribe from the mailing list at any time by contacting: activetravel@moray.gov.uk

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 see the Information Management pages on the Council's website here: www.moray.gov.uk/InformationRights. Alternatively, email the Council's Data Protection Officer at: IG@moray.gov.uk

If you have a concern about the way the Council has handled your personal data, you can make a complaint to the Council's Data Protection Officer in the first instance; an e-form is available on the Council's website here: www.moray.gov.uk/Complaints

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

Online: <https://ico.org.uk/make-a-complaint/data-protection-complaints/>