



## 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:

Disabled adaptations (majors and minors).

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

To monitor the progress of disabled adaptations and for statutory reporting purposes.

The legal basis/bases for collecting the information is:

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (that is Moray Council).

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

- 1) Housing strategy and policy and information team
- 2) Private sector housing team
- 3) External auditor
- 4) Service managers.

The personal data being used for this process includes:

Name, age, address, adaptation reference number, CareFirst reference number.

Some of your personal data that is used for this process has originated from a third party. The data originating from a third party includes:

Name, age, home address.

The third party data originates from these sources:

A referral from Occupational Health.

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