



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, ico.org.uk

This privacy statement relates to the following process:

Processing applications for housing.

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

To enable the applicant to be added to the appropriate list (Transfer or Waiting or Homeless)

The legal basis/bases for collecting the information is:

Processing is necessary for compliance with a legal obligation to which the controller (that is Moray Council) is subject.

The criminal conviction data is being processed under the following legal condition:

Statutory etc. and government purposes.

If you were to withhold the personal information we require for this process, the consequences would be:

The applicant could not be considered for housing.

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

- 1) Housing Support team
- 2) Housing Benefit team
- 3) Registered Social Landlords
- 4) Members of Scottish Parliament or Members of Parliament or Local Elected Members
- 5) Private landlords
- 6) Other teams within the Housing Service.

The personal data being used for this process includes:

Name, age, home address, email address, home phone number, mobile number, date of birth, National Insurance number, Apply4Homes reference number, iWorld eServices reference number, iWorld application 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:

Debt information, behaviour information.

The third party data originates from these sources:

Various statutory and voluntary organisations.

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

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