

## **PRIVACY NOTICE – Garden Waste Permits**



### **How we use your information**

As part of entering into the Council's garden waste collection service your personal data is required to allow payment to be taken, to allow permits to be issued and for the general administration of the service.

### **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)(a) of the General Data Protection Regulation (GDPR) because you have given consent to your personal data being used as outlined in this privacy notice.

### **Who we share your information with**

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 which improves the standard of the services we deliver. It may also be shared with other relevant Council departments where applicable.

As part of completing the process the personal data may be shared with third parties. These third parties include, but are not limited to, CFH Docmail Ltd. (produces and mails permit sticks on the Council's behalf).

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 personal 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 personal data for on our website:

[http://www.moray.gov.uk/moray\\_standard/page\\_92820.html](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 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 consent to your personal data being used for this process.

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.

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](mailto:casework@ico.gov.uk)

Website: [www.ico.org.uk](http://www.ico.org.uk)