



PRIVACY NOTICE

Freedom of Information and Environmental Information Enquiries

How we use your information

Your contact details are required in order for us to respond to your Freedom of Information request as required by Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004. Without this personal information we would be unable to respond to your enquiry.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand our bases in data protection law to be Article 6(1)(e) of the General Data Protection Regulation (GDPR). This is because the information is necessary for the performance of a task carried in the exercise of official authority vested in the controller (in this case, through the Freedom of Information Act (Scotland) 2002 and the Environmental Information (Scotland) Regulations 2004).

Who we share your information with

The Council may 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, UK Border Agency or registered professional bodies. Additionally, 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.

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.

How long the information is held for

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 in our retention schedules, available on our webpage:

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 your personal data. You have got legal rights about the way the Council handles and uses your data. These include the right to ask for a copy of it, to ask us to correct or erase your data and to ask us to stop doing something with your data. For more information about these rights please contact the Council's Data Protection Officer at info@moray.gov.uk or 01343 562633.

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 data lawfully.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Email: casework@ico.gov.uk

You can also consult the information available at the Information Commissioner's website, www.ico.org.uk