



Privacy Notice

Housing Consultation Prize Draws

Introduction

This is our Privacy Notice about Housing service consultation prize draws. A privacy notice tells you how we use personal information, why we collect it and what your rights are.

Who we are

Moray Council, Council Office, High Street, Elgin, Moray, IV30 1BX, 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 information being collected.

Why we collect your personal information

Consultation carried out by us may offer a free prize draw to encourage tenants and other service users to take part. By agreeing to be entered into the prize draw, you are agreeing that we can collect your name and contact details. You will still be able to take part in the consultation without entering the prize draw or giving your contact details.

We will collect information via a survey or feedback form so that we, specifically the Tenant Participation team, can

- verify your identity and tenure;
- enter you into the prize draw; and
- identify and inform a winner.

The information we will collect as part of this process is:

- your name;
- your address;
- your phone number; and
- your email address.

Our legal basis

Whenever we process personal data we need to make sure we have a legal basis for doing so. We understand our basis in data protection law to be Article 6(1)(a) of the United Kingdom General Data Protection Regulation (UK GDPR) because you have given consent to your personal data being used by agreeing to be entered into the prize draw.

What we do with your information

Your information will only be used in line with this notice, as detailed above. After the consultation ends a winner will be randomly chosen from all the entries. If you are successful we will contact you directly and arrange to deliver the prize to you. We will ask for your agreement to share your name and photo across media platforms. This is optional and will not affect the results of the prize draw.

How long the information is held for

We will store your personal data securely for a set length of time. Your information will be kept for the minimum amount of time necessary. We have a record retention schedule which sets out how long we keep different types of personal data. This is available on our website: www.moray.gov.uk/retentionschedules (under Section 5 of the Records Management Plan).

We store information within the UK.

Your rights

We (Moray Council) are the Data Controller for this personal data. You have legal rights about the way that we handle and use your personal data. These rights, which are free of charge, will let you:

- know what we are doing with your information and why we are doing it;
- ask to see what information we hold about you (subject access request);
- ask us to correct any mistakes in the information we hold about you;
- object to direct marketing; and
- make a complaint to the Information Commissioner's Office.

Where legislation allows, you also have the right to ask for the deletion of your data, and to object to the processing.

You have the right to withdraw or update your consent for this process at any time, you can do this by emailing housing@moray.gov.uk or phoning **0300 123 4566**.

For more information about these rights, please see the Information Management pages on our website here: www.moray.gov.uk/informationrights. Or you can email the Data Protection Officer at: dataprotection@moray.gov.uk. 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.

Phone: **0303 123 1113**

Website: ico.org.uk

More information

For more details on how we process your personal information visit

www.moray.gov.uk/housingprivacynotices

If you do not have access to the internet please phone **0300 123 4566** for more information or to ask for paper copies of our documents.