



## **PRIVACY NOTICE**

### **Housing – Grass Cutting Scheme Review Consultation 2024**

#### **Who we are**

Moray Council, Council Office, High Street, Elgin, Moray, IV30 1BX, [moray.gov.uk](http://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 personal data being collected.

#### **Why we are collecting your personal data**

Moray Council has a statutory duty under the Housing (Scotland) Act 2001 as a Social Landlord to actively develop and support tenant participation. Tenants have rights under the Housing (Scotland) Act 2010 to information and consultation, including to be consulted on issues that affect them and to participate in decisions that affect the services they receive.

As part of the Council's Tenant Participation Strategy, the Council will be conducting a survey for all tenants about the Council's Grass Cutting Scheme, available on the Council's website: [www.moray.gov.uk/grasscuttingschemeconsultation](http://www.moray.gov.uk/grasscuttingschemeconsultation) and contacting some tenants via email or letter to promote the survey.

The survey is completely voluntary and can be completed anonymously. However, there is an option at the end of the survey to provide your name and address if you would like to be contacted by the Council to take part in future opportunities for tenant engagement.

#### **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 legal basis in data protection law to be Article 6(1)(c) of the United Kingdom General Data Protection Regulation (UK GDPR), as the processing is necessary for the Council to comply with its legal obligations under the Housing (Scotland) Act 2010 and the Housing (Scotland) Act 2001.

#### **Who we share this personal data with**

Surveys are administered through SurveyMonkey. For more information on how SurveyMonkey process personal data, please see the Privacy Notice available on their website here: <https://uk.surveymonkey.com/mp/legal/privacy/>

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. It may also be shared with other relevant Council departments where applicable.

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, Social Security Scotland, UK Border Agency, or other 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 personal data is held for**

Your personal data will be securely stored by Moray Council for a pre-determined length of time. Information is only kept for the minimum amount of time necessary. We maintain a record retention schedule which sets out how long we retain different types of personal data. This is available on our website: [www.moray.gov.uk/retentionschedules](http://www.moray.gov.uk/retentionschedules) (under Section 5 of the Records Management Plan).

The Council stores information within the UK.

## **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.

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.

For more information about these rights, please see the Information Management pages on the Council's website here: [www.moray.gov.uk/InformationRights](http://www.moray.gov.uk/InformationRights). Alternatively, email the Council's Data Protection Officer at: [IG@moray.gov.uk](mailto:IG@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

Telephone: 0303 123 1113      Website: <https://ico.org.uk/>