

PRIVACY NOTICE

Housing – Empty Homes Project

Who we are

Moray Council, Council Office, High Street, Elgin, Moray, IV30 1BX, www.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's Empty Homes project aims to bring empty homes back into use. To achieve this aim, personal data of the owners of empty properties in Moray, as identified through Council Tax, will be shared with Empty Homes project staff. The data shared may include:

- name and contact details (email address, phone number and correspondence address)
- address of the vacant property.

The Empty Homes project will use this information to contact the owners of empty properties and provide them with advice and information to try to bring the empty home back into occupancy.

Personal data we collect from other sources

Names and contact details of Council Tax liable persons for vacant properties in Moray will be gathered from Moray Council's Taxation service and onward shared (via the Council's Housing service) with the Empty Homes project.

Personal data you give us about other people

If you have provided, or have been asked to provide, someone else's personal data for a specific purpose, please ensure that you have told them that you have given their personal data to us for this purpose.

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)(e) of the United Kingdom General Data Protection Regulation (UK GDPR), because your personal data is necessary for the performance of a task carried out in the public interest by the Council under the Local Government Finance Act 1992 and the Housing (Scotland) Act 2010 s157.

Who we share this personal data with

The Empty Homes project staff are based at Aberdeenshire Council. We make sure that they process personal data appropriately through our contractual arrangements with Aberdeenshire Council.

This project has been partly funded by the Scottish Government (via the Scottish Empty Homes Partnership); non-personal statistical data will be shared with Moray Council by Empty Homes project staff so that Moray Council can report statistical data internally, and to partner organisations, to assess, manage and plan empty homes work.

Your personal data may be shared internally with authorised officers of Moray 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 (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

Alternatively, email the Council's Data Protection Officer at: 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/>