



From mountain to sea

Privacy Notice

In relation to processing of service requests.

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- To allow a comprehensive investigation of your service request.
- To enable appropriate action to be taken to deal with your service request, including informal and formal enforcement
- To allow, where appropriate, the Private Housing Service to forward your details to, and to liaise and discuss your service request with, relevant agencies.
- Research, education, raising awareness, promoting the services provided by the Private Housing Service.

Your information is:

Being collected by Aberdeenshire Council	X
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The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent		The data subject has given explicit consent to the processing	
Performance of a Contract		Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, social security social protection law	
Legal Obligations	X	Where processing of an individual's personal data is for the purpose of meeting a legal obligation of the data processor.	

Vital Interests		Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent	
Task carried out in the Public Interest		Processing relates to personal data which are made public by the data subject	
Legitimate Interests ¹		Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
		Processing is necessary for reasons of substantial public interest	
		Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment, or the management of health or social care systems	
		Processing is necessary for reasons of public interest in the area of public health	
		Processing is necessary for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes	

Please tick all that apply

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

The complaint/service request will not be able to be processed. The Private Sector Housing service may not be able to determine compliance with relevant legislation.

Your information will be shared with the following recipients or categories of recipient:

Other law enforcement and health based agencies such as- Food Standards Scotland Aberdeenshire Council Scottish Fire and Rescue Police Scotland NHS Grampian Other Scottish Local Authorities Other relevant body or agency that may be of assistance
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Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Not applicable

The retention period for the data is:

3 years from date of last action.
Note in the case of legal or enforcement actions retention periods may be extended.

The following automated decision-making, including profiling, will be undertaken:

Not applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
 - to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
 - to request access to your personal data;
 - to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
 - to request rectification or erasure of your personal data, as so far as the legislation permits.
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