



From mountain to sea

Privacy Notice

Rent Deposit Guarantee Scheme

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 the Council to ensure any potential Landlord in the private sector meets the requirements for eligibility for the Rent Deposit Guarantee Scheme

Your information is:

Being collected by Aberdeenshire Council	X

Please pick the applicable option

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	X	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			
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	

¹ Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data



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	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:

Information is required to ensure that those applying to access the Rent Deposit Guarantee Scheme, meet all the legal requirements of a private landlord. Failure to provide this information, could mean that the Council would be unable to verify details and agree to the Rent Deposit Guarantee leading to the applicant being unable to access the desired accommodation.

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

The personal data collected by the Council will be held securely by the Council and not shared with any external third party. However the Council will check that you have

- Suitable building and content insurance
- Registration with the Local Authority
- Necessary safety certificates covering gas and electrical legislations and fire safety
- The lease that would be used
- A schedule of condition (inventory)
- Details of the property – size, deposit required and rent being charged.

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Not Applicable



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The retention period for the data is:

5 years from termination of lease.

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.