



From mountain to sea

Privacy Notice Council Tenancy

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:

For the management of your Council Tenancy. Management includes such activities such as:-

- To allow Aberdeenshire Council to collect rent and other payments from you, if and when they become due.
- Repairs and maintenance
- Refurbishment
- Tenancy management

Your information is:

| | |
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| Being collected by Aberdeenshire Council | X |
|--|---|

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 | X | | |
| 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 | |



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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 | X |
| | 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 Council will not be able to perform its duties under the Housing Scotland Act as a result the tenancy could not be sustained.

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

- To ensure effective management of your tenancy we may share your information with a number of agencies or external partners depending on the circumstances. These might include:-
- Rent collection and other outstanding payments – in the event of you falling into arrears or owing Housing monies for any reason we would take appropriate action to recover the debt which may require sharing information with various external agencies including HM Revenue and Customs, National Fraud Initiative, Sheriff Officers and Debt Collection Agencies and Department of Work Pensions;
 - Repairs – information relating to addresses and occupancy will be shared with our sub-contractors and consultants engaged to assess tenant satisfaction with repairs;
 - Refurbishments - information relating to addresses and occupancy will be shared with our contractors;
 - O/T assessments – information relating to addresses and occupancy will be shared with our contractors
 - Tenancy Management – depending on the issues we may share information with our Community Safety Partners including Police, NHS etc.
 - Care Inspectorate
 - Regional Communications Centre (RCC) for community alarms
 - TV Licence (for Concessionary Licencing)
 - Power supplier companies for provision of gas and electricity mains supply



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

N/A

The retention period for the data is:

Some data will be disposed of after 7 years, others will retained for up to 7 years after the tenancy is terminated.

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

N/A

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.