



From mountain to sea

Privacy Notice

Housing Needs Assessment

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 assess your long term functional ability and whether your current housing situation is having an impact on this impairment. Based on this assessment you will be allocated a banding which determines priority for housing and a recommendation will be made on the specific property type/size/location to meet your needs.

Your information is:

Being collected by Aberdeenshire Council	X
Has been provided to Aberdeenshire Council by	N/A

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	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

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:

Without this information the Council will be unable to make an accurate determination of the way your current housing situation is impacting on your impairment. As a result, the housing service will not be able to apply the correct banding or recommend the property type that meets your needs.

The Council would also not be able to meet its statutory responsibilities under the Housing Scotland Act 2001.

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

Within the Council your information may be shared with Housing Occupational Therapists and other health and social care professionals if required. In addition in terms of your housing application the information provided will be shared between the Apply4Homes partners, namely:-

- Aberdeenshire Council;
- Langstane Housing Association
- Moray Council
- Osprey Housing
- Osprey Housing Moray.

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:

One year from date of removal from the waiting list. If applicant is or becomes a Council tenant key information will be retained on the tenancy file for as long as the applicant remains a tenant. Information will then be destroyed 3 years from termination of tenancy.

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.