



From mountain to sea

# Privacy Notice – Housing Benefit & Council Tax Reduction

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](mailto:dataprotection@aberdeenshire.gov.uk)

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

To determine eligibility for Housing Benefit and/or Council Tax Reduction.

Your information is:

Being collected by Aberdeenshire Council

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligations	x	Processing is necessary for reasons of <b>substantial public interest</b>	x

If there is any criminal convictions information processed, the applicable condition for this processing is:

<i>Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, and social security and social protection law</i>	x
<i>Processing is necessary for the prevention or detection of unlawful acts, protecting the public against acts of dishonesty or to prevent fraud</i>	
<i>Where the individual has provided their consent</i>	
<i>The processing is necessary to protect an individual's vital interests</i>	
<i>The processing is carried out by not-for-profit bodies</i>	
<i>The personal data is in the public domain</i>	
<i>The processing of personal data is necessary for legal claims</i>	
<i>the processing is necessary for judicial acts</i>	
<i>The processing is necessary for the administration of accounts used in commission of indecency offences involving children</i>	
<i>Processing is necessary for one of the conditions in Part 2 of Schedule 1 of the DP Act 2018 referring to substantial public interest</i>	



## From mountain to sea

<i>Processing is necessary for the extension of the insurance conditions listed in Part 2 of Schedule 1 of the DP Act 2018</i>	
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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:

Your application for Housing Benefit and/or Council Tax Reduction cannot be assessed.

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

- We share information with the DWP
- Private landlords and housing associations
- External Audit

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:

Current year plus 6 years.

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;



## From mountain to sea

- to object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a Contract;
  - (iii) to request rectification or erasure of your personal data, as so far as the legislation permits