



From mountain to sea

# Privacy Notice

## Housing Online

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 allow people to create a Housing Online account for accessing rent or repair information or for applying for a home
- To process applications for Aberdeenshire Council housing. The information provided is required to allow the Council to determine your priority for housing and what size of property you are entitled to be considered for.
- For the marketing of Scottish Government housing schemes to Aberdeenshire Council Housing List applicants.

### Note

It is your responsibility to share the information on this notice with anyone detailed in your housing application, whether they will be moving with you or not.

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 <b>consent</b> 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 <b>vital interests</b> 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 <b>public</b> by the data subject	



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Legitimate Interests <sup>1</sup>	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 <b>substantial public interest</b>	
	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 <b>health or social care</b> or treatment, or the management of health or social care systems	X
	Processing is necessary for reasons of public interest in the area of <b>public health</b>	
	Processing is necessary for archiving purposes in the <b>public interest</b> , 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 the required information you would not be able to create a Housing on-line account
- Failure to provide the required information will mean that the Council will not be able to progress your application for social housing.
- 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:

Information provided may be shared between Aberdeenshire Council and RSL partners for nomination purposes and to provide alternative housing options to households in housing need, targeted to those most likely to benefit.

Information may be shared between other council services, namely:-

- Social work
- Benefits
- Council Tax

Aberdeenshire Council is required under Section 100 of the Local Government (Scotland) Act 1973 to participate in the National Fraud Initiative (NFI) data matching exercise. The data provided by you in respect of your housing application will be used in cross- system and cross-authority comparison for the prevention and detecting of fraud.



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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:

Applications will be reviewed annually from the date the last application was accessed. A reminder will be issued. If no response is received it will be assumed that the applicant is no longer interested in housing and their application will be deleted. Information will be deleted from the system one year after notification of removal from the waiting list.

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.