



From mountain to sea

Privacy Notice

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 process an application to lease or potentially lease an Aberdeenshire Council owned property

Your information is being collected by Aberdeenshire Council.

The Legal Basis for collecting the information is:

Performance of a Contract

- To record, administer and assess any offer you make in relation to Council property for lease/licence from expression of interest in making an offer through to completion of contract. This may include approval by the appropriate committee of the Council on offers received and details of those who have made the offers, which may be made public
- To manager you lease/licence including any changes and the end of tenancy administration. This is necessary to enter into a contract with you, for the performance of the contract between you and us and meet our legal obligations
- To take rent payments and manage your rent account
- To take payments for any service charges and other non-rent services

Legitimate Interests

- To carry out credit checks in relation to the lease/licence

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:

If you fail to provide the information, this may result in the Council not entering into a lease/licence with you.



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

- Referees provided by you.
- Credit reference agencies.
- In the event that action is raised against you in relation to the lease/licence, data may be shared with debt collection agencies, and/or the appropriate court and Sheriff Officers.
- Relevant utility companies.
- The Council's Insurers.

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:

20 years after the lease/licence has ended.

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 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;
- to request rectification or erasure of your personal data, as so far as the legislation permits.