



From mountain to sea

# Privacy Notice: Landlord Registration

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 enable Aberdeenshire Council to determine whether the Landlord is fit and proper to let residential properties in Scotland in fulfilment of their duties under Part 8 of the Antisocial Behaviour etc (Scotland) Act 2004.
- To enable Aberdeenshire Council to share good practice information by advising Landlords of appropriate training courses provided by Landlord Accreditation in Scotland in partnership with Aberdeen City and Aberdeenshire Councils.
- To advise appropriate landlords of opportunities to let properties through the private sector leasing scheme for New Scots.

Your information is:

Being collected by either directly Aberdeenshire Council through paper based applications or on-line using the Scottish Landlord Registration Scheme provided by the Scottish Government and hosted by the Registers of Scotland on behalf of Aberdeenshire Council.

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		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	



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		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	
Legitimate Interests <sup>1</sup>	X	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	
		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:

If the information was not provided Aberdeenshire Council would not be able to fulfil its duties under part 8 of the Antisocial Behaviour Act 2004. It would not be able to determine whether the Landlord was fit and proper to let residential properties.

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

Legislation permits the sharing of landlord registration with relevant authorities. This includes other local authorities, Police Scotland, Scottish Fire and Rescue Service and other public bodies. It may also be shared for the purposes of preventing and detecting crime.

Landlord information will **never** be shared with third party or commercial companies.

Legislation also dictates that registration status and contact details for a landlord shall be made available via the public search: <https://www.landlordregistrationscotland.gov.uk/search>

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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:

The information provided by landlords will typically be held for 5 years after a registration 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 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.