PRIVACY NOTICE

Open Spaces – Moray Local Outdoor Access Forum

Who we are

Moray Council, Council Office, High Street, Elgin, Moray, IV30 1BX, moray.gov.uk 01343 543451, is a Local Authority established under the Local Government etc. (Scotland) Act 1994. We are the Data Controller of the personal data being collected.

Why we are collecting your personal data

Moray Council has a statutory duty under the Land Reform (Scotland) Act 2003 to establish a Local Access Forum. Personal data will be collected about you when you apply to join or become a member of the Moray Local Outdoor Access Forum (MLOAF). When you become a member of MLOAF, your name, contact details (phone number and email address), and occupation will be collected. This data will be used to communicate with members about MLOAF meetings (including arranging meetings, meeting agendas and minutes). Inputs shared by MLOAF members may be captured in meetings and minutes.

You may provide personal data to the Council in order for MLOAF to assist with outdoor access in Moray, for example, your personal data as an access user. This may involve your name, contact details and details of any issues being shared with MLOAF.

Personal data you give us about other people

If you have provided someone else's personal data for a specific purpose, for example names and contact details of a landowner regarding an issue you would like MLOAF to assist with, if reasonable to do so, then please make sure that you have told them you have given their personal data to us for this purpose.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council's legal basis in data protection law to be Article 6(1)(e) of the United Kingdom General Data Protection Regulation (UK GDPR); because the personal data is necessary for the performance of a task carried out in the public interest under the Land Reform (Scotland) Act 2003.

Who we share this personal data with

Your personal data will not be shared with third parties outwith MLOAF, unless as part of core MLOAF business. The Council maintains an MLOAF webpage: www.moray.gov.uk/moray_standard/page_44068.html

Your personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are

accurate and up to date. It may also be shared with other relevant Council Services where applicable.

The Council may share your personal data with other relevant Council Services and third parties, where we are under a legal obligation to do so. For example, this may be with Police, Social Security Scotland, UK Border Agency, or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council Services and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

How long the personal data is held for

Your personal data will be securely stored by Moray Council for a pre-determined length of time. Information is only kept for the minimum amount of time necessary. We maintain a record retention schedule which sets out how long we retain different types of personal data. This is available on our website: www.moray.gov.uk/RetentionSchedules (under Section 5 of the Records Management Plan).

Your personal data will be held for the duration of your membership. Once you cease be an MLOAF member these details will be deleted from the Council database and from the website.

The Council stores information within the UK.

Your rights

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data.

As so far as the legislation permits, you also have the right to request the deletion of your data, and to object to the processing.

For more information about these rights, please see the Information Management pages on the Council's website here: www.moray.gov.uk/InformationRights. Alternatively, email the Council's Data Protection Officer at: IG@moray.gov.uk

If you have a concern about the way the Council has handled your personal data, you can make a complaint to the Council's Data Protection Officer in the first instance; an e-form is available on the Council's website here: www.moray.gov.uk/Complaints

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113 Website: https://ico.org.uk/
Online: https://ico.org.uk/make-a-complaint/data-protection-complaints/