PRIVACY NOTICE

Elgin Long Term Plan Engagement

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

The UK Government has allocated £20 million over 10 years to create a community driven investment plan for Elgin. There are three identified themes for the funding: High Streets, Heritage and Regeneration; Safety and Security; and, Transport and Connectivity. As part of this, your ideas are being sought via surveys on the MyMoray website here: https://mymoray.co.uk/

The surveys are completely voluntary and can be completed anonymously. If you choose to complete a survey anonymously, your responses will still be noted and/or followed up by the Council.

There are 2 options at the end of a survey to provide your name and contact details, this is so that:

1. You can be contacted about the responses you have provided. This personal data will only be used to contact you about the comments and ideas you have suggested; thereby allowing continued engagement to assist your idea to be taken forward. Taking an idea forwards may include meeting with the Council and the Elgin Town Board. No personal data is shared with Elgin Town Board.
2. You can join a mailing list to be kept informed regarding the Long Term Plan and projects.

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 basis in data protection law to be Article 6(1)(a) of the United Kingdom General Data Protection Regulation (UK GDPR); because you have given consent to your personal data being used as outlined in this privacy notice.

Who we share this personal data with

Surveys are administered through SurveyMonkey. SurveyMonkey's Privacy Notice is available here: https://uk.surveymonkey.com/mp/legal/privacy/

The ideas captured in the surveys will be shared with Elgin Town Board; no personal data will be shared with the Board. Anonymised data may be included within reports provided to UK Government.

The Council will not share your survey responses or contact details with any third parties. For the purposes of internal reporting, any personal data you have provided (such as your email address), will be anonymised. Your email address will only be shared with Moray Council colleagues necessary to fulfil the purposes of your feedback.

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, such as 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 that 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).

Summaries of the survey results will be kept for the length of the project; names and contact details will be held for 3 years and then securely destroyed. Mailing lists will be kept for the life of the project, + 3 years and then securely destroyed.

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.

You have the right to withdraw consent to your personal data being used for this process. You can do this at any time by contacting: localdevelopmentplan@moray.gov.uk

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/