PRIVACY NOTICE

Open Spaces - Community Consultations -

Play Park Renewal Programme

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

As part of a national Play Parks Renewal Programme, from 2021-22 to 2025-26 Moray Council has been awarded a total of £1,125,000 funding from the Scottish Government to refurbish children's play parks in the Moray area. Eligible play parks are those owned, managed or maintained by the Council designated for play, free to access and open to all, see:
https://www.gov.scot/news/renewing-scotlands-play-parks-1/

Four play parks have been identified for partial or full refurbishment by the Council in 2025-26:

1. Commerce Street, Lossiemouth (known locally as the Beach Bar Park)
2. Alice Littler Park, Aberlour
3. Archiestown Playing Field, Archiestown
4. Cooper Park, Elgin (this is a redevelopment contribution)

A participatory budgeting approach will be taken for each of these four projects, with the local community selecting the final design. Moray Council, Community Councils of each of the above listed areas, local community groups, local schools and other representatives will work together on these projects (potentially as a steering group).

As part of the consultations, you will be invited to complete a survey about improvements to your local park. The surveys are voluntary and can be completed anonymously. Due to the participatory approach of the renewal programme survey responses will be shared in full with the project's steering group, this includes any personal data you have opted to include within your responses.

There is an option at the end of each survey to provide your contact details if you would like to be involved with the project, for example as part of the steering group. If you choose to provide your contact information, then your name and contact details (e.g. telephone number and/or email address) will be shared with the steering group for that project so that they can get in touch with you directly.

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)(e) of the United Kingdom General Data Protection Regulation (UK GDPR); because your personal data is necessary for the performance of a task carried out in the public interest by the Council under section 20 of the Local Government in Scotland Act 2003 - the power to advance well-being, and, the Community Empowerment (Scotland) Act 2015, which aims to empower communities by, amongst other things, strengthening communities' voices in decisions about public services.

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/

Survey responses will be shared in full with the relevant steering group. We make sure that they manage your personal data appropriately through our arrangements with them.

Statistics will also be shared with the Scottish Government for reporting and monitoring purposes; this will not include your personal data.

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).

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/