PRIVACY NOTICE

Moray Council Community Identified Benefits Portal

Who we are

The Community Identified Benefits Portal is operated by Moray Council. Moray Council, Council Office, High Street, Elgin, Moray, IV30 1BX, www.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

When you choose to register as a Community Group, or Council Supplier on the Moray Council Community Identified Benefits Portal (https://moraycommunitybenefits.org.uk) personal data will be collected. If you are the designated point of contact for the Group/Supplier then we may collect your name, your Group/Supplier contact details (i.e. name, email address, phone number) and your position within the Group/Supplier.

This information is required to register you as a Group/Supplier on the Portal, and, for any Portal related enquiries. Once registered as a Community Group, you can submit requests for assistance onto the Portal; once published onto the Portal these can be viewed by registered Suppliers. Once registered as a Supplier, then you can select which requests for goods, services or volunteering opportunities you may be able to deliver.

Your information may also be shared with relevant Suppliers to allow them to contact you directly regarding the project you have detailed in your application.

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)(a) of the United Kingdom General Data Protection Regulation (UK GDPR); because you have given consent to your personal data being used for the above purposes.

Who we share this personal data with

The portal has been created by a third party and is hosted externally from the Council; the personal data you provide when registering to use the portal may need to be shared with this third party for maintenance purposes. We make sure that they process your personal data appropriately through our contractual arrangements with them.

Community Group information, for example contact details may be shared with relevant Suppliers to allow them to contact Groups directly regarding requests published on the Portal.

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

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 your consent to your personal data being used for this process. You can do this at any time by contacting: cibportal@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/