# PRIVACY NOTICE

## Private Water Supplies

### 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 requirement under the Private Water Supplies (Scotland) Regulations 2006 and Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017 to maintain a Register of Private Water Supplies in Moray.

Registration:

All private water supplies in Moray must be registered with the Council. Personal data including your name, address, phone number and email address will be collected from you when you complete the Registration of Private Water Supply form available on the Council's website: http://www.moray.gov.uk/moray_standard/page_55031.html

The data you provide on the form may also be used to:

- contact you to arrange for sampling of the private water supply
- allow a comprehensive investigation of your supply, including risk assessments
- advise you of legislative changes
- contact those who may be using a supply in the event a problem occurs, to enable appropriate public health action to be taken.

**Please note** – the unique number of the private water supply, the name of the source and addresses supplied by the source will be added to a publically available Private Water Supplies Register. The Register is available on the Council's Environmental Health webpages here:
http://www.moray.gov.uk/downloads/file152809.pdf

Grants:

Personal data will be collected when you complete the application form for a Private Water Supply Grant, to apply for a Grant to improve the nature, or quality of your Private Water Supply (more information is available online here: http://www.moray.gov.uk/moray_standard/page_55031.html). The personal data collected for this process includes: applicant's name, contact details including address, address(es) of where the work is to be done, owner's name and contact details, and, bank details for whomever the grant will be paid to.

## Personal data you give us about other people

Registration: The form will ask you to provide the name, contact details, including the address of person(s) with responsibility for the supply, and, a list of all addresses/properties that are served by the supply. If you have provided personal data about other people on the application form, please make sure that you inform them that you have given their data to Moray Council.

Grants: The form will ask you to provide the name, contact details, including the address of the owner(s) of the supply. If you have provided personal data about other people on the application form, please make sure that you inform them that you have given their data to Moray Council.

## Personal data we collect from other sources

In the event of a Public Health situation, such as a Boiled Water Notice, the Council may need to contact private water supply users. If the Registration details are not up-to-date, then we may collect your personal data from other internal Council sources, such as Council Tax.

## 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)(c) of the United Kingdom General Data Protection Regulation (UK GDPR), as the processing is necessary for the Council to comply with its legal obligations under the following legislation:

Registration:

- Private Water Supplies (Scotland) Regulations 2006
- Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017

Grants:

- The Private Water Supplies (Grants) (Scotland) Regulations 2006 (as amended by The Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017).

## Who we share this personal data with

Registration:

The Register of Private Water Supplies may be shared with other public bodies such as the Scottish Environmental Protection Agency (SEPA) to ensure that the water quality of these supplies is not compromised by agricultural or forestry activities, new developments, pollution incidents or similar.

The Register of Private Water Supplies must also be available for inspection by an enforcing authority, namely the Drinking Water Quality Regulator (DWQR), health boards including NHS Grampian, Scottish Ministers, other public bodies such as SEPA, and, any other enforcing authorities.

Grants:
Application details are shared with Scottish Government in order for the payments to be processed, these details do not routinely include any personal data.

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 this 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

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/