PRIVACY NOTICE

Dog Control

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 Council has a statutory duty to comply with the Control of Dogs (Scotland) Act 2010. Under the 2010 Act, where a dog has been deemed to be out of control a Dog Control Notice (DCN) may be served by an authorised Council Officer on the 'proper person' (owner of the dog, or, the person who has day-to-day charge of the dog). The DCN is a written notice that requires the person on whom it has been served, to bring the dog under control by complying with the conditions set out in the DCN.

If a DCN is served on you, personal data will be collected about you including your full name, date of birth, address and contact details. Your personal data and details about the dog will be added to the Environmental Health Notices Register available on the Council website here:
www.moray.gov.uk/moray_standard/page_86203.html.

This information will also be added to the national Scottish Dog Control Database, to assist with the enforcement of DCNs. The data held on the Dog Control Database includes:

- full name of 'proper person'; address of 'proper person', date of birth of 'proper person'; DCN reference number; reason for the DCN being issued; description of dog including microchip number; conditions of the DCN; date of DCN discharge and date of DCN suspension.

Personal data we collect from other sources

We may receive personal data about you from a member of the public, Police Scotland, the Scottish Society for Prevention of Cruelty to Animals (SSPCA), or another Local Authority, including via the Dog Control Database.

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), because your personal data is necessary for the Council to comply with its legal obligations under the Control of Dogs (Scotland) Act 2010.

Who we share this personal data with

The Council shares data about DCNs with all Scottish Local Authorities, Improvement Service and Police Scotland via the Dog Control Database. This national database is accessible by all Scottish Local Authorities and Police Scotland. Each Local Authority is a joint Data Controller with Improvement Service for the Dog Control Database.

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.

Personal data you give us about other people

If you have provided, or have been asked to provide, someone else's personal data, if reasonable to do so then please make sure that you have told them that you have given their personal data to us for this purpose.

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/