PRIVACY NOTICE

Moray Self-Build Register

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 information being collected.

Why we are collecting your personal data

Moray Council, as a local planning authority, has a duty under section 16E of the Town and Country Planning (Scotland) Act 1997, as amended by the Planning (Scotland) Act 2019, to "prepare and maintain" a list of anyone interested in acquiring land for self-build housing in Moray. The information you provide will be used to create a Self-Build Register, which will be publically available on the Council's website.

If you are interested in self-build in Moray, and would like to be added to the Moray Self-Build Register, you are invited to complete the electronic form available on the Council's website. The form will ask you to input personal information including your name, address and email address.
Please note: your surname as input on the electronic form will appear on the public Moray Self-Build Register available on the Moray Council website.

The information you provide on the electronic form will allow us to register your interest in a possible future Self/Custom Home Build Scheme. This will help us to find out more about demand for self-build plots across Moray, where people would like their plot to be and the type of house they would like to build. We will also use this information to develop future planning policy and designations within the Local Development Plan.

Personal data you give us about other people

If you have provided anyone else's details on the electronic form, please make sure that you have told them that you have given their information to Moray Council. We will only use the information provided to register their interest in a possible future Self/Custom Home Build Scheme.

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 for your data being used as outlined in this Privacy Notice.

Who we share this personal data with

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.

At this stage, your personal details will be held within Moray Council and will not be shared with any external Third Parties such as construction companies, architects, property developers and other related parties.

Should potential opportunities arise to progress a Self/Custom Build Home, the Planning Service will contact you to obtain your consent to your personal data being shared with appropriate and identified external Third Parties. An updated Privacy Notice would also be provided to outline the updated data sharing arrangements.

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.

We will contact you annually to ask if you would like to remain on the Self-Build Register. However, you have the right to withdraw your consent and to be removed from the register at any time by contacting: localdevelopmentplan@moray.gov.uk

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/