PRIVACY NOTICE

Moray Gaelic Language Plan

Who we are

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

The Council has a statutory duty under the Gaelic Language (Scotland) Act 2005 to produce a Gaelic Language Plan for Moray. Personal data will be collected from you when you engage in Gaelic provision and opportunities; including, when you apply to take part in Gaelic classes, events (e.g. talks about Gaelic) or complete a survey about Gaelic in Moray.

The following personal data may be collected:

- Gaelic classes – name, contact details (phone numbers, email addresses, addresses/area of residency/postcode), and potentially support needs or emergency contact.
- Events – name, contact details (phone number and email address) and interests.
- Surveys – personal opinions, level of Gaelic fluency. Some surveys may be completed anonymously. There will also be an option to provide your email address if you would like to be contacted regarding your survey response and future Gaelic engagement.

Personal data you give us about other people

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

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)(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 under the Gaelic Language (Scotland) Act 2005.

Who we share this personal data with

Personal data may be shared with SurveyMonkey and Eventbrite. Surveys are administered through SurveyMonkey; and events through Eventbrite. We make sure that they process your personal data appropriately through our contractual arrangements with them. For more information on how SurveyMonkey and Eventbrite process personal

data, please see the privacy information available on their websites: uk.surveymonkey.com/mp/legal/privacy and www.eventbrite.co.uk/help/en-gb/articles/460838/eventbrite-privacy-policy/

Statistical information will be shared with Bòrd na Gàidhlig, the executive non-departmental public body of the Scottish Government with responsibility for Gaelic. Bòrd na Gàidhlig have responsibility for approving all Gaelic Language Plans. Statistical information will also be shared with HMI Inspectors.

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/