Aberdeenshire COUNCIL

From mountain to sea

Privacy Notice

Housing Support

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

The Council has a responsibility to conduct a housing support assessment for applicants who are unintentionally homeless or threatened with homelessness that they have 'reason to believe' require such housing support services as is prescribed within the regulations. The information provided would allow us to meet this requirement and ensure we provide you with the appropriate Housing Support to meet your needs.

In order to allow us to gather your views on the service provided to help us make future provisions for improvement.

Your information is:

Being collected by Aberdeenshire Council	X

Please pick the applicable option

The Legal Basis for collecting the information is:

Personal Data		**Special categories of personal data**	
Performance of a Contract	X	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, social security social protection law	
Legal Obligations	X		
Vital Interests		Processing is necessary to protect the **vital interests** of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent	
Task carried out in the Public Interest		Processing relates to personal data which are made **public** by the data subject	

Legitimate Interests[1]		Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
		Processing is necessary for reasons of ***substantial public interest***	
		Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of ***health or social care*** or treatment, or the management of health or social care systems	
		Processing is necessary for reasons of public interest in the area of ***public health***	
		Processing is necessary for archiving purposes in the ***public interest***, scientific or historical research purposes or statistical purposes	

Please tick all that apply

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

The Council would not manage to meet its responsibility under (Section 32B of the Housing (Scotland) Act 1987 inserted by Housing (Scotland) Act 2010) to conduct a housing support assessment that would best meet your support needs.

It is a requirement of The Care Inspectorate registration that we conduct a robust assessment of housing support needs and create a support plan to ensure we meet that needs.

Your information will be shared with the following recipients or categories of recipient:

Whilst the information you provide to us in this assessment will remain confidential, in order to meet your support needs we may be required to share your information with our Housing Support Provider. We may also be required to liaise with other third parties as appropriate to verify your current housing needs. Examples of these may be health providers.

We are also required to collect some information for statutory reporting (ethnicity, disability etc) to the Housing Regulator, which is empowered under the Housing Scotland Act (2010), however this information will not identify individuals.

[1] Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data

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Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Not applicable

The retention period for the data is:

5 years plus current year.

The following automated decision-making, including profiling, will be undertaken:

Not applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to data portability, where the legal basis specified above is:
  (i) Consent; or
  (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.