Privacy Notice – Council Housing Tenancy

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:

For the management of your Council Housing Tenancy. Management includes such activities such as:-

- To allow Aberdeenshire Council to collect rent and other payments from you, if and when they become due.
- Repairs and maintenance
- Refurbishment and upgrades
- Estate management

Your information is:

Being collected by Aberdeenshire Council	X

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 preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems on the basis of domestic law.	X
Legal Obligations	X	Processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards.	X

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 will not be able to perform its duties under the Housing Scotland Act as a result the tenancy could not be sustained.

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

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To ensure effective management of your tenancy we may share your information with a number of agencies or external partners depending on the circumstances. These might include:-

- Rent collection and other outstanding payments – in the event of you falling into arrears or owing Housing monies for any reason we would take appropriate action to recover the debt which may require sharing information with various external agencies including HM Revenue and Customs, National Fraud Initiative, Sheriff Officers and Debt Collection Agencies and Department of Work Pensions
- Repairs and maintenance –
  (a) information relating to addresses and occupancy will be shared with our sub-contractors and consultants engaged to assess tenant satisfaction with repairs;
  (b) Temperature, Humidity and Address data relating to, and collected by, any environmental sensors fitted within the home to assist with damp condensation and mould investigations, will be shared with our contractor. Aberdeenshire Council will access and analysis the information via a web-based 'dashboard';
  (c) information relating to address and occupancy, and some personal data, may be shared with our contractor when previous repairs and maintenance data is sent to them to be processed by their software. This allows Aberdeenshire Council to access and analysis information, on a web-based 'dashboard', that specifically relates to damp, condensation, and mould issues
- New build properties
  (a) Information relating to contact details for access to properties will be shared with the Main Contractor and their sub-contractors after practical completion of works and during the relevant defects period.
  (b) Information relating to contact details for access to properties will be shared with the Main Contractor and their sub-contractors after the relevant defects period (i) in the event of any latent defects being discovered or (ii) access could not be achieved during the relevant defects period.
- Refurbishments and upgrades –
  (a) information relating to addresses and occupancy will be shared with our sub-contractors and consultants engaged to assess tenant satisfaction with refurbishments and upgrades;
  (b) information relating to addresses and occupancy will be shared with our contractors;
  (c) addresses and energy generation and export data will be shared with our contractor to allow the registering and monitoring of solar PV panels and associated equipment. This allows Aberdeenshire Council to access and analysis information, on a web-based 'dashboard'
- O/T assessments – information relating to addresses and occupancy will be shared with our contractors
- Estate Management – depending on the issues we may share information with our Community Safety Partners including Police, NHS etc.
- Care Inspectorate
- Regional Communications Centre (RCC) for community alarms
- TV Licence (for Concessionary Licensing)
- Power supplier companies for provision of gas and electricity mains supply

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

N/A

The retention period for the data is:

Some data will be disposed of after 7 years, others will be retained for up to 7 years after the tenancy is terminated.

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

N/A

Please note that you have the following rights:

- 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.

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