



From mountain to sea

Privacy Notice – Directory of Clubs and Societies

Aberdeenshire Libraries maintain an online Clubs Directory listing local clubs and organisations containing club and club contact information for members of the public to discover local activities

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:

- To be published online in the Clubs and Societies Directory at <https://online.aberdeenshire.gov.uk/Apps/clubs/>
- To contact the club, to update club information or obtain further information

Your information is:

Being collected by Aberdeenshire Council	x
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The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent	x	The data subject has given explicit consent to the processing	

The retention period for the data is:

18 months. After this period the information will be removed
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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);



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- to request access to your personal data;
- to object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- 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.

Where the Legal Basis for processing is Consent, please confirm that you have been provided:

- why your information is being collected;
- the purposes for your information being collected;
- full information about the intended processing;
- details of any sharing of your information;
- details of the security for transferring your information to any country outside the EEA;
- the applicable retention period;
- details of any automated decision-making or profiling applied to your information; and
- details of your rights.

Please complete the accompanying Clubs Directory consent form



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Please ensure that you agree to consent as detailed in the privacy notice, by completing the form and sign and date where indicated.

Directory of Clubs and Societies

Organisation	
Meeting place	
Website	
Day and time you meet	
AGM month	

Further Information (Please list any other information you would like us to include e.g. fees, disabled access, ages catered)



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Contact details

Contact name	
Position held	
Contact address	
Tel number	
Email address	

I consent to being contacted for club information

I consent to the following contact details published on online Clubs Directory

Contact name Contact address

Tel number Email

I understand that I have the right to withdraw consent at any time by contacting
libraries@aberdeenshire.gov.uk

.....
Name Date Signature

Please return by email to clubsdirectory@aberdeenshire.gov.uk, hand into your local library or return to

Information Services
ABERDEENSHIRE LIBRARIES
Meldrum Meg Way
Oldmeldrum
AB51 0GN

Tel 01467 532589