



From mountain to sea

Privacy Notice – Community Learning & Development Service – Programme of Learning

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 enable to support learners by tailoring learning to individual needs
- Provide support to individuals and groups
- To monitor progress and register and celebrate achievements
- Record achievements and measure against Performance Indicators

Your information is:

Being collected by Aberdeenshire Council

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, and social security and social protection law | |

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:

Inability to record and monitor achievements and progress.



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

Youth Scotland: John Muir Awards Scotland: Scottish Qualification Authority; The Volunteer Centre; The Prince's Trust Scotland; Duke of Edinburgh Award; Scottish Youth Parliament.

In respect of Adult Learners information may be shared with The Pacific Institute; Newbattle Abbey College

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:

Please state the retention period(s)

Current year plus 3 from last engagement with learners.

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

N/A

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 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.