



From mountain to sea

Privacy Notice

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 administer and respond to requests for information.**

Your information is collected by Aberdeenshire Council

The Legal Basis for collecting the information is:

Personal Data	
Legal Obligations	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:

Aberdeenshire Council has a responsibility to administer and respond to valid requests for information. To enable us to issue responses to applicants, it is necessary for us to collect personal data, including an applicant's name, postal and / or email address. For access requests, it is necessary for us to also collect proof of identification. Failure to provide this personal data, will result in your request for information being invalid.

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

Your information may be shared with the Information Commissioner's Office (ICO) or the Office of the Scottish Information Commissioner (OSIC) should your request be subject to review, appeal or assessment.



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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:

6 years

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.