



From mountain to sea

# Privacy Notice – Work Placements – WorkIT System

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](mailto:dataprotection@aberdeenshire.gov.uk)

Education Scotland’s Work Placement Standard sets out an expectation that every pupil should be offered at least one period of work experience during their senior phase (S4-S6). Additionally, Aberdeenshire Council is a lead provider of Foundation Apprenticeships, a work-based learning opportunity which is rated SCQF 6 (equivalent to a Higher) available across a number of frameworks, many of which incorporate a work placement.

The WorkIT system, provided by Gateway Shared Services, is used to process these work placements.

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

- To ensure us to provide pupils with a suitable work placement.

Your information is being collected by Aberdeenshire Council.

The Legal Basis for collecting the information is:

<b>Personal Data</b>	
Public Task	X

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

- |                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Aberdeenshire Council Work Placement Unit</li> <li>• Gateway Shared Services</li> <li>• Employers and organisations offering work placements.</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

The retention period for the data is:



## From mountain to sea

6 years

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 object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to request rectification or erasure of your personal data, as so far as the legislation permits.