



From mountain to sea

Privacy Notice – Foundation Apprenticeships

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 completion of the Protection Vulnerable Groups paperwork and any relevant checks to be carried out, where the Foundation Apprenticeship framework is Social Services: Children and Young People or Social Services and HealthCare.
- To enable you to carry out the tasks linked to your Foundation Apprenticeship working with vulnerable groups in a variety of placements. These include nurseries, care homes, hospitals and day centres
- To completed required registration, monitoring and resulting processes associated with your Foundation Apprenticeship

Your information is being held by Aberdeenshire Council

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
6(1)(e) – Public Task (Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller)	X	9(2)(b) – Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement	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:

Please detail the consequences of failure to provide the information or state “Not applicable”.
Not applicable.

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

Please list recipients or categories of recipient here or state “Not applicable”
Disclosure Scotland; Aberdeen City Council; NHS Grampian; Skills Development Scotland, Scottish Qualifications Authority, employers engaged to provide workplace experience placements as part of the Foundation Apprenticeship. and (where applicable); learning providers engaged to provide learning services in connection with the Foundation Apprenticeship.



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

Please list any countries to which the data will be transferred and stored or state "Not applicable".
Not applicable.

The retention period for the data is:

Please state the retention period(s) All paperwork will be destroyed at the end of the apprenticeship (1 year) plus 1 year. (This would be either 2 years or 3 years depending on the specific apprenticeship.

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

Please detail any automated decision-making or profiling that will take place or state "Not applicable".
Not applicable

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.