



From mountain to sea

# Privacy Notice – EVOLVE

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)

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

- For planning and managing educational visits, on-site activities, after school clubs and sports fixtures.
- To provide trip organisers with accessible information, such as a register of who is on the group, emergency contact details and medical information of individuals on the activity where necessary.

Your information is:

Being collected by Aberdeenshire Council

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Task carried out in the Public Interest - Processing is necessary for the establishment, exercise or defense of legal claims or whenever courts are acting in their judicial capacity	✓	Consent - The data subject has given explicit <b>consent</b> to the processing via the School Trip authorization process.	✓

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:

Not applicable

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

Aberdeenshire Council Staff and Aberdeenshire approved volunteers who are part of the delivery of the trip.



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

United Kingdom

The retention period for the data is:

5 years from the maximum school leaving age of your child, as required to by The Pupils' Educational Records (Scotland) Regulations 2003, unless we have a legal responsibility to keep the information for a longer period.

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

Not applicable.

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.