



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:

- The processing of information for the purposes of Billing and Collecting Business Rates

Your information is:

Being collected by Aberdeenshire Council	X
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The Legal Basis for collecting the information is:

Personal Data		Special categories of 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.

Where a person/business fails to provide information requested by Aberdeenshire Council an incorrect Business Rates charge may be levied against a property and result in additional charges being incurred if recovery action is taken against any outstanding amount

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

Grampian Assessors, Sheriff Officer, Local Authorities, Third Party Processor, Scottish Government, External Audit, HMRC

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

Not Applicable



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The retention period for the data is:

Normally 7 Years, but if legal action has been sought and a Summary Warrant granted, all information will be retained until the debt is paid in full.

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.