



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

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

- Inform Placing Request Process as defined in the Out of Zone Placing Request Policy 2015

Your information is being collected by Aberdeenshire Council.

The Legal Basis for collecting the information is:

Personal Data	Special categories of personal data
Performance of a Contract	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of <b>employment, and social security and social protection law</b>

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:

***Out of Zone Request cannot be processed by Learning Estates Team.***

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

***The School requested and zoned School listed in the application will be informed.***

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:

***3 years from completion of School session applied for.***

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