



From mountain to sea

Privacy Notice - Out of School Clubs

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 application for the use of Aberdeenshire Council Out of School Care Service
- Ensuring compliance with the terms and conditions of service provision

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 (The processing of an individual's personal data would be lawful where this is necessary for entering a contract with the individual or for the performance of a contract with the individual.)	X	Consent (Where the data subject has provided their explicit consent for one or more purposes listed.)	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:

Allocation of places for a child/children within the Out of School Club will not be possible.

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

- Childcare Strategy Team
- Named person/emergency services where required for child protection or in an emergency situation
- Childcare Strategy Admin Team (relevant colleagues for processing)
- Finance Colleagues (relevant colleagues for processing)

The retention period for the data is:

The period of time that the child accesses the service until the child leaves P7 (minimum 1 year, maximum 12 years depending on date of application for a place).

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 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.

To withdraw your information please contact: outofschoolclubs@aberdeenshire.gov.uk.