

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:

- To enable us to provide advice and support on choosing the most relevant qualification for you.
- To enable us to send your name and e-mail contact details to the training provider you may be assigned to.
- To enable the Council to keep financial information for audit purposes.

Your information is:

Being collected by Aberdeenshire Council

Please pick the applicable option

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data
Consent		The data subject has given explicit consent to the processing
Performance of a Contract	X	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, and social security and social protection law
Legal Obligations		Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent
Vital Interests		Processing relates to personal data which are made public by the data subject
Task carried out in the Public Interest		Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
Legitimate Interests ¹		Processing is necessary for reasons of substantial public interest

¹ Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data

		Processing is necessary for legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with its connections with its purposes and that the personal data are not disclosed outside that body without the consent of the individuals	
		Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment, or the management of health or social care systems	
		Processing is necessary for reasons of public interest in the area of public health	
		Processing is necessary for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes	X

Please tick all that apply

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:

If the most up-to-date information is not provided your application will not be progressed to the next stage.

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

The training provider or educational establishment you may be assigned to.
No information will be shared for third party marketing purposes.

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

Not Applicable.

The retention period for the data is:

6 Years.

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.