



From mountain to sea

Privacy Notice

Social Worker in Training

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 and preparation of Practice Learning Experience and ongoing assessment for Social Workers in training.
- To allow Aberdeenshire Council to make payments to you, if and when they become due

Your information is being collected by Aberdeenshire Council.

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	X
Legal Obligations			
Vital Interests		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	
Task carried out in the Public Interest		Processing relates to personal data which are made public by the data subject	
Legitimate Interests		Processing is necessary for the establishment, exercise or defence of legal	



From mountain to sea

	claims or whenever courts are acting in their judicial capacity	
	Processing is necessary for reasons of substantial public interest	
	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	x
	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	

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 correct information is not provided to Aberdeenshire Council, the application will not be progressed to the next stage.



From mountain to sea

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

Where relevant:

- Department for Work and Pensions (DWP)
- Her Majesty's Revenues and Customs (HMRC)
- Audit Scotland, including National Fraud Initiative
- Pensions bodies including Scottish Public Pensions Agency (SPPA) and Local Government Pension Scheme (LGPS)
- Scottish Qualifications Authority (SQA)
- Scottish Social Services Council (SSSC)
- i-Trent (payroll provider)
- Learning and Development Team
- Robert Gordon University
- Spikes Cavell
- Sheriff Officers
- Debt Collection Agencies

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:

- 12 months

Payments

- 7 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);



From mountain to sea

- 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.