

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:

- Use of the mygovscot myaccount login service to access your myAberdeenshire portal
- Use of information passed over from your myaccount login such as name, address, email and telephone number
- Automated population of the myAberdeenshire dashboard based on your locality information
- Automated population of website forms with the details you provided to myaccount
- Access to Aberdeenshire Council alert notifications requested by you
- Access to Aberdeenshire Council services requested by you

Your information is:

Being collected by Aberdeenshire Council	X
Has been provided to Aberdeenshire Council by myaccount (Scottish Government)	X

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		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	



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		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	X	Processing is necessary for reasons of substantial public interest	
		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	

Please tick all that apply

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



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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 information is not provided, Aberdeenshire Council will not have sufficient information to provide the requested service to the individual. All online transactions have an alternative method of contact with the council to request the service such as Service Points or the Contact Centre.

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

Not applicable at this time, Your myAberdeenshire information is not shared outside of Aberdeenshire Council.

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

All held within the UK

The retention period for the data is:

15 months from last use of the service

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



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- (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.



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Where the Legal Basis for processing is Consent, please confirm that you have been provided:

- why your information is being collected;
- the purposes for your information being collected;
- full information about the intended processing;
- details of any sharing of your information;
- details of the security for transferring your information to any country outside the EEA;
- the applicable retention period;
- details of any automated decision-making or profiling applied to your information; and
- details of your rights.

I understand that I have the right to withdraw this consent at any time by contacting

my@aberdeenshire.gov.uk

Name

Date

Signature