



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:

- 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 <b>consent</b> to the processing	X
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>	
Legal Obligations		
Vital Interests	Processing is necessary to protect the <b>vital interests</b> of the data subject or of another natural person where the	



**From mountain to sea**

	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 <b>public</b> by the data subject	
Legitimate Interests <sup>1</sup>	Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
	Processing is necessary for reasons of <b>substantial public interest</b>	
	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 <b>health or social care</b> or treatment, or the management of health or social care systems	
	Processing is necessary for reasons of public interest in the area of <b>public health</b>	
	Processing is necessary for archiving purposes in the <b>public interest</b> , scientific or historical research purposes or statistical purposes	

*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 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.*

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



## From mountain to sea

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



## From mountain to sea

**[INTERNAL GUIDANCE - the section below ONLY needs to be completed and signed by the individual where the Legal Basis is Consent. If relying on another basis of processing, please delete this section.]**

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

Name

Date

Signature

