



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 by Aberdeenshire Council for the following purpose:

- **This allows us to keep in contact with you regarding your civil ceremony booking.**

The Legal Basis for collecting the information is:

<b>Personal Data</b>	Performance of a Contract	<b>X</b>
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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:

*Failure to provide this information would prevent Aberdeenshire Registrars from contacting or corresponding with couples or individuals to whom we have agreed to provide ceremonial duties. Such correspondence is vital to the preparation, coordination and delivery of any ceremony.*

Your information will be shared with the following recipients or categories of recipient: *n/a*

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

The retention period for the data is: **3 years beyond end of current year**

The following automated decision-making, including profiling, will be undertaken: *n/a*

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.