



From mountain to sea

# Privacy Notice – Reference Request

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:

- Confirming the employment record of the reference subject.

Your information is:

Being collected by Aberdeenshire Council

The Legal Basis for collecting the information is:

| Personal Data |   | Special categories of personal data                                  |   |
|---------------|---|--|---|
| Consent       | x | The data subject has given explicit <b>consent</b> to the processing | x |

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:

Not applicable

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

Where we are under a legal obligation to do so; for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order.

- Managers appropriate to the job applied for.

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

Not applicable



## From mountain to sea

The retention period for the data is:

*In line with the Aberdeenshire Council HR & OD Service data retention scheme found [here](#).*

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.