



From mountain to sea

Privacy Notice

In relation to processing of licence applications and similar applications

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:

- Assessment of licence applications.
- Regulatory, licensing and law enforcement, including prosecution of offenders.
- Research, education, raising awareness, promoting the services provided by the environmental health service.

Your information is:

Being collected by Aberdeenshire Council	X
Has been provided to Aberdeenshire Council by	N/A

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, social security social protection law	
Legal Obligations		Where processing of an individual's personal data is for the purpose of meeting a legal obligation of the data processor.	X
Vital Interests		Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is	



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		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	X
Legitimate Interests ¹		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 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	
		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

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:

The Environmental Health Service may not be able to determine compliance with relevant legislation and issue the appropriate licence, certificate or approval. The business and/or activities may not comply with relevant legislation. Persons acting in the course of their trade or business are under an obligation to provide assistance and information when officers are exercising a power for which they are duly authorised. An offence is committed if this requirement is breached. This does not require a person to answer any question or give information which may incriminate them.

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



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

Other law enforcement and health based agencies such as-

Food Standards Scotland

Scottish Environment Protection Agency

Health & Safety Executive

NHS Grampian

Police Scotland

Scottish Fire & Rescue Service

Other Local Authorities

Animal & Plant Health Agency

SSPCA

Government and Scottish Government Departments (Data will be shared with the Scottish Government for statistical and research purposes, which may involve some additional data linkage for analysis purposes where appropriate)

Also, any other relevant body or agency that may be of assistance.

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:

This will vary depending on type of licence but will be up to 3 years after licence is surrendered or revoked.

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 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.