



From mountain to sea

# Privacy Notice – Money Advice & Welfare Rights Team

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:

- For Aberdeenshire Council to provide Money and Welfare Rights Advice to you and to help signpost you to services
- Information will be used to help you maximise your income to apply for benefits, grants and any schemes you may be entitled to
- Information will be used to help you approach creditors and deal with your debts
- To ask for a review of a decision on benefits you have applied for and present case to Tribunal if required.

Your information is:

Being collected by Aberdeenshire Council

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   |
| 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         | Processing is necessary to protect the <b>vital interests</b> of the data subject or of another  |



**From mountain to sea**

|   |          |   |          |
|---|----------|---|----------|
|   |          | natural person where the data subject is physically or legally incapable of giving consent  |          |
| Vital Interests                         |          | Processing relates to personal data which are made <b>public</b> by the data subject  |          |
| Task carried out in the Public Interest | <b>X</b> | Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity   |          |
| Legitimate Interests <sup>1</sup>       |          | Processing is necessary for reasons of <b>substantial public interest</b>   | <b>X</b> |
|   |          | 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 <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*

<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

If there is any criminal convictions information processed, the applicable condition for this processing is:

|  |          |
|--|----------|
| <i>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</i> | <b>X</b> |
| <i>Processing is necessary for the prevention or detection of unlawful acts, protecting the public against acts of dishonesty or to prevent fraud</i>  |          |
| <i>Where the individual has provided their consent</i>   |          |
| <i>The processing is necessary to protect an individual's vital interests</i>  |          |
| <i>The processing is carried out by not-for-profit bodies</i>  |          |
| <i>The personal data is in the public domain</i>   |          |
| <i>The processing of personal data is necessary for legal claims</i>   |          |
| <i>the processing is necessary for judicial acts</i>   |          |
| <i>The processing is necessary for the administration of accounts used in commission of indecency offences involving children</i>  |          |
| <i>Processing is necessary for one of the conditions in Part 2 of Schedule 1 of the DP Act 2018 referring to substantial public interest</i>   |          |
| <i>Processing is necessary for the extension of the insurance conditions listed in Part 2 of Schedule 1 of the DP Act 2018</i>   |          |

*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:

|                         |
|-------------------------|
| <i>"Not applicable"</i> |
|-------------------------|

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

|  |
|--|
| <p><i>Aberdeenshire Councils Partners such as:</i></p> <ul style="list-style-type: none"> <li>• <i>Citizens Advice Bureau and Aberdeenshire Council Partner Bureaus</i></li> <li>• <i>The Department for Work &amp; Pensions, Jobcentre Plus, HMRC, HM Courts &amp; Tribunals, Social Security Scotland</i></li> <li>• <i>Other organisations that may be able to assist you with grants, funding or support</i></li> <li>• <i>Scottish Legal Aid Board for the purposes of Scottish National Standards in Advice and Information Provision accreditation</i></li> <li>• <i>Other Council Services in order to help us deliver services for you</i></li> </ul> |
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Your information will be transferred to or stored in the following countries and the following safeguards are in place:



## From mountain to sea

*“Not applicable”*

The retention period for the data is:

Your records will be kept only for as long as the service is provided to you. If there is no legal requirement to keep the records they will be destroyed as soon as practicable. Where there is a legal requirement to retain information, it is not normally kept for more than six years beyond the current year.

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.