



From mountain to sea

Privacy Notice – Capacity Grants

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:

- To ensure eligibility for a Capacity Grant, within the Terms and Conditions set out for this scheme.
- To enable the reporting of the use of the Capacity Grant Scheme- which may include the taking and publication of photographs or videos.

Your information is:

Being collected by Aberdeenshire Council

Please pick the applicable option

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent	X	The data subject has given explicit consent to the processing	X
Performance of a Contract	X	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	X

Please tick all that apply

Consent

- Publication of the Project and funding provided by Aberdeenshire Council (including images), whether on social media, internet or other publicity materials



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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:

Please detail the consequences of failure to provide the information or state "Not applicable".

If the correct information is not provided the application will not be progressed to the next stage.

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

Please list recipients or categories of recipient here or state "Not applicable"

Officers of Aberdeenshire Council assessing the applications

Creative Scotland for assessment of application (Please Note that information is only shared with Creative Scotland if you have applied for a Creative Economy (Place) grant.

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

Please list any countries to which the data will be transferred and stored or state "Not applicable". Where data is transferred abroad, details of the safeguards in place must be stated e.g. Privacy Shield compliant organisation, Country deemed "Safe" by European Commission, etc.

Not applicable.

The retention period for the data is:

Please state the retention period(s)

5 years.

The following automated decision-making, including profiling, will be undertaken:

Please detail any automated decision-making or profiling that will take place or state "Not applicable".

Not applicable.



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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.

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

Name

Date

Signature