

Privacy Notice – Arts and Heritage

Visual Artist and Craft Maker Awards

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 by Aberdeenshire Council and will be shared with Creative Scotland.

Your information is being collected to use for the following purposes:

- To ensure all applications to the Aberdeenshire VACMA scheme are from Aberdeenshire based artists
- For an independent panel to assess applications and reach decisions on the allocation of funding
- To inform you of the outcome of your application and give feedback
- To track the number of applications to the VACMA scheme each year
- To provide data to Creative Scotland on the demographics of applicants
- To track and provide data to Creative Scotland on themes within the content of applications
- To track and provide data to Creative Scotland about the impact of allocated funding on successful applicants and their work

The Legal basis of processing is:

Personal Data	
Performance of a Contract (The processing of an individual's personal data would be lawful where this is necessary for entering a contract with the individual or for the performance of a contract with the individual)	X

Name, address, contact details including email address.

Completion of application form, supporting documentation including images and End of Project report

Personal Data	
Personal Data Consent (The data subject has given explicit consent to the processing of their information)	X

Equality Diversity and Inclusion (EDI) Monitoring Form.

Where the Legal Basis for processing is Performance of a Contract, please note the following consequences of failure to provide the information:

Failure to provide name, address, contact details and a completed application form, supporting documents and End of Project report will mean we cannot provide the required service, your application will be rejected or a review of your award will be required.

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

Arts & Heritage Computer networks and other Aberdeenshire Council Services where appropriate
Creative Scotland
Members of an independent decision-making panel
Aberdeen City Council Arts Officers if a joint Aberdeen City and Aberdeenshire Council panel is held.

Safeguards are in place:

Applications are stored securely within council systems. They are shared with Creative Scotland and independent panel members via secure file sharing and all panel members are asked to delete/destroy any files they have at the end of each panel meeting.

EDI forms are stored within the council system without names, separate from applications. All sensitive data is anonymised before being analysed or shared.

The retention period for the data is:

2 years for all applications
7 years for successful applications

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:
Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

You have the right to withdraw your consent at any time by contacting, either:

alison.brodie@aberdeenshire.gov.uk

vacma@aberdeenshire.gov.uk