



From mountain to sea

# Privacy Notice

## Discretionary Business Fund

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:

- To determine whether a business is eligible to receive funding under the Discretionary Business Fund;
- Administration of any payments made under the Scottish Government grant funds
- To allow the Council to contact business who submit applications under the scheme

Your information is:

Being collected by Aberdeenshire Council

*Please pick the applicable option*

The Legal Basis for collecting the information is:

Personal Data	
Performance of a Contract	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:

*If the business does not provide the information required, no payment can be made.*

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



## From mountain to sea

- We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.
- We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this.
- We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information will be shared with the Scottish Government for the purposes of determining your application and administering it.
- Your information may be shared with other business support providers including other business departments within Aberdeenshire Council and Business Gateway.

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:

*7 years from closure of grant scheme for successful applications, 12 months from date of closure of scheme for businesses that were unsuccessful in their application.*

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.