

# Privacy Notice – Arts and Heritage to include the following:

**Performances, events, activities and classes**  
**Museum donations and loans**  
**Macduff Aquarium Adoption Scheme**

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 collate requests to attend a performance, event, activity or class.
- To record attendances at performances, events, activities or classes.
- To promote future performances, events, activities or classes via printed or emailed newsletters or mailshots.
- Full name, address and preferred contact details collected from donors and lenders of objects and/or archival material
- To provide adopters with an adoption certificate, information about your adopted sea creature and newsletters to provide you with information on the aquarium

Your information is being collected by Aberdeenshire Council.

The Legal Basis for collecting the information 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

Full name, address and preferred contact details collected from donors and lenders of objects and/or archival material

To provide adopters with an adoption certificate, information about your adopted sea creature and newsletters to provide you with information on the aquarium

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

To promote future performances, events, activities or classes via printed or emailed newsletters or mailshots.

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

Failure to provide the minimum information described above means we cannot provide the required services.

Failure to provide the minimum information described above means that donations and loans for projects and archival material Aberdeenshire Council's Museums Services will not be accepted.

Failure to provide the minimum information described above means you will be unable to enter into the adoption process

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

Arts & Heritage Computer network and other Aberdeenshire Council Services where appropriate  
Museum Collection Management Information System (ie: Adlib)

The retention period for the data is:

Arts & Heritage - 2 years  
Museum and Donations – 5 years  
Adoption – No more than 3 months after the end of the year's adoption period

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.

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