

Privacy Notice - FOR ABERDEENSHIRE EDUCATIONAL TRUST

THIS FORM MUST BE SIGNED AND RETURNED WITH ATTACHED APPLICATION FORM

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:

- The processing of your application for an Educational Grant
- The determination of your application for an Educational Grant
- The award of any Educational Grant approved

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 <i>consent</i> to the processing

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:

Not Applicable

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

External Auditors

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

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 data portability, where the legal basis specified above is:
 - (i) Consent
- to request rectification or erasure of your personal data, as so far as the legislation permits.

I understand that I have the right to withdraw this consent at any time by contacting trusts@aberdeenshire.gov.uk

Name	Date	Signature

**PLEASE SEND BOTH THE SIGNED PRIVACY NOTICE AND SIGNED APPLICATION FORM, TOGETHER WITH YOUR DOCUMENTATION (DO NOT SEND ORIGINAL DOCUMENTATION) TO THE FOLLOWING ADDRESS:-
 ABERDEENSHIRE COUNCIL, ASAT, P O BOX 18533, INVERURIE AB51 5WX OR
 EMAIL TO: ASATAET@ABERDEENSHIRE.GOV.UK**