

PRIVACY NOTICE

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 1AN.

Email: dataprotection@aberdeenshire.gov.uk

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

- The processing of your application for a common good application
- The determination of your application for a common good application
- Inclusion on the Register of Common Good Applications available for public inspection
- Ensuring compliance with the terms of the Common Good funds awarded
- The processing of any complaints made in respect of your Common Good Fund application or award
- The determination of any complaints made in respect of your Common Good Fund application or award

Your information is:	Being collected by Aberdeenshire Council
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The legal Basis for collecting the information is:

Personal Data		Special Categories of Personal Data	
Consent		The data subject has given explicit consent to the processing.	
Performance of a Contract		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	
Legal Obligation	X		
Vital Interests		Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent	
Tasks carried out in the Public Interest		Processing relates to personal data which are made public by the data subject.	
Legitimate Interests		Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
		Processing is necessary for reasons of substantial public interest .	
		Processing is necessary for the purposes of preventive or occupational	

		medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment, or the management of health or social care systems.	
		Processing is necessary for reasons of public interest in the area of public health .	
		Processing is necessary for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes.	

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 you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned to you.

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

Area Manager, Area Manager's staff, members of Legal and Finance staff, Local Ward Members, the relevant Area Committee (where necessary) and some information will also be shared with the public via the Registre of Common Good applications.

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:

1.	Where an application for the award of money from the Common Good Fund is refused, either by the Area Manager or the Area Committee, information relating to that application will be retained for a period of 7 years from the date of refusal and thereafter will be destroyed
2.	In any other case, information relating to an award of money from the Common Good Fund will be retained for a period of 7 years from the date the award is granted and will thereafter be destroyed

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;
- to request access to your personal data;
- to data portability, where the legal basis specified above is:

