

# Privacy Notice

The Data Controller of the information being collected is the Returning Officer for 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 register you as an employee for forthcoming elections or referenda
- To pay you for working at elections and referenda
- To verify your identity
- To contact you by post, email or phone and to maintain our records

Your information is **being collected by the Returning Officer for Aberdeenshire Council**

The Legal Basis for collecting the information is: **Performance of Contract**

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 do not provide us with the information, we have asked for then we will not be able to employ you
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## From mountain to sea

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

We are 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 transferred to or stored in the following countries and the following safeguards are in place:

Not Applicable

The retention period for the data is:

Your personal data will be kept on our Elections database for one year.

Your information will be transferred to Aberdeenshire Council where it will be retained in line with the Aberdeenshire Council HR&OD retention scheme that can be found [here](#).

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- 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.