



From mountain to sea

ABERDEENSHIRE SUPPORTED LODGINGS SCHEME 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 1AY.

Email: dataprotection@aberdeenshire.gov.uk

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

- To assess individuals' suitability for providing supported lodgings to care experienced young people in Aberdeenshire.
- Ensuring that individuals can undertake roles, as identified by the relevant legislation i.e., Protection of Vulnerable Groups (Scotland) and the Police Act 1997
- Identifying whether applicant have lived or worked abroad and establishing whether a criminal check would be required from that country.
- Ensure correct level of Overseas Criminal Record Check (If required)
- Ensure the individual is not barred from regulated work.
- To make decisions about any enrolment as an approved Supported Lodgings Host and any continuing enrolment.
- To increase the number of approved hosts and provision of Supported Lodgings throughout Aberdeenshire.
- To ensure that young people remain safe and appropriately supported as they develop independent living skills.
- To ensure financial payments can be made to approved supported lodgings hosts.
- To invite approved supported lodgings hosts to training events that are relevant to their role and increase their skills and knowledge.

Your information is:

Being collected by Aberdeenshire Council

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligations	X	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	X



From mountain to sea

		health or social care or treatment, or the management of health or social care systems	
--	--	---	--

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:

Local Authorities have statutory responsibilities to provide support and services to previously Looked After Children up to the age of 26 years. The Supported Lodgings scheme comes under these responsibilities. Supported Lodgings hosts must be recruited, assessed, vetted and offered training and support as part of their approval. Their statutory checks come under regulation 14(2)(b) of the 'Supporting Young People Leaving Care in Scotland' Regulations and Guidance 2004. Failure to gather this information and undertake these checks would be in contradiction of the regulations and would not safeguard the safety and wellbeing of Aberdeenshire's care experienced young people, therefore we would be unable to offer supported lodgings as a service.

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

- Care Inspectorate officers who undertake the Supported Lodgings Scheme inspections in accordance with the Adult Placement services registered status.
- Any potential tenants/young people being considered for supported lodgings.
- Provide data for statistical purposes to Scottish Government and national professional bodies as required.
- Used to carry out checks as part of Supported Lodgings Host's approval including Disclosure Scotland Checks.

The retention period for the data is:

- Registration of Interest form received but not progressed – 1 year
- Application but non approval as a Supported Lodgings Host – 1 year
- Approved Supported Lodgings Host – 25 years after deregistration
- Financial data will be retained for 7 years.

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 request rectification or erasure of your personal data, as so far as the legislation permits.