



From mountain to sea

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:

We provide business advice and support services to you as part of our duties as a local government in Scotland.

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 Obligations		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	
Vital Interests		Processing relates to personal data which are made public by the data subject	
Task carried out in the Public Interest	√	Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity .	
Legitimate Interests ¹		Processing is necessary for reasons of substantial public interest	

¹ Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data



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	Processing is necessary for legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with its connections with its purposes and that the personal data are not disclosed outside that body without the consent of the individuals	
	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	

Please tick all that apply

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

We will generally comply with requests for specific information from regulatory and law enforcement bodies where this is necessary and appropriate.

We will only share your personal information with Aberdeenshire and Aberdeen City Economic Development units to enable us to assist in the delivery of business advice and support services.

Your data will be held in a Customer Relationship Management (CRM) Database operated by Aberdeenshire Council. Aberdeenshire Council is the data controller.



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Your information will be transferred to or stored in the following countries and the following safeguards are in place:

The personal information that we collect from you will only be held within the UK.

The retention period for the data is:

We only keep your personal information for a maximum of seven 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 object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- 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.