



From mountain to sea

# Privacy Notice

## Social Worker in Training

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](mailto:dataprotection@aberdeenshire.gov.uk)

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

- The processing and preparation of Practice Learning Experience and ongoing assessment for Social Workers in training.
- To allow Aberdeenshire Council to make payments to you, if and when they become due

Your information is being collected by Aberdeenshire Council.

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Performance of a Contract	X	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of <b>employment, and social security and social protection law</b>	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 <b>health or social care</b> or treatment, or the management of health or social care systems	X



## From mountain to sea

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 the correct information is not provided to Aberdeenshire Council, the Placement will not be progressed to the next stage.

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

Where relevant:

- Department for Work and Pensions (DWP)
- Her Majesty's Revenues and Customs (HMRC)
- Audit Scotland, including National Fraud Initiative
- Pensions bodies including Scottish Public Pensions Agency (SPPA) and Local Government Pension Scheme (LGPS)
- Scottish Qualifications Authority (SQA)
- Scottish Social Services Council (SSSC)
- i-Trent (payroll provider)
- Higher Education Institutions (HEIs)
- Spikes Cavell
- Sheriff Officers
- Debt Collection Agencies

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:

- 12 months

Payments

- 7 years



## From mountain to sea

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:
  - Performance of a Public Task; or
  - Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - Consent; or
    - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.