



**From mountain to sea**

## **Privacy Notice – Community Learning & Development Service – Local Learning Community Partnership**

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:

- To share information and practice among LLCP and ALCP partners involved via Team Channels.
- To provide information and to invite participants to future meetings (in person or online), events or focus groups.
- To promote LLCP partnership projects through social media, website, WordPress.

Your information is being collected by Aberdeenshire Council.

The Legal Basis for collecting the information is:

<b>Personal Data</b>	
<b>6(a) Consent:</b> the individual has given clear consent for you to process their personal data for a specific purpose.	<b>X</b>

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:

Unable to invite participants to future meetings (in person or online), event or focus group.

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

With Partners involved with Local Learning Community Partnership and Aberdeenshire Local Learning Community Partnership (Email address, Contact name and Organisation).

The retention period for the data is:



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A Year and One month after the last engagement with participants.

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

Where the Legal Basis for processing is Consent, please confirm that you have been provided:

- why your information is being collected;
- the purposes for your information being collected;
- full information about the intended processing;
- details of any sharing of your information;
- the applicable retention period;
- details of your rights.

I understand that I have the right to withdraw this consent at any time by contacting [Lilimar.Simpson@aberdeenshire.gov.uk](mailto:Lilimar.Simpson@aberdeenshire.gov.uk)

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Name

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Signature

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Date