



From mountain to sea

# Privacy Notice - Cognisoft

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 enable to support learners by tailoring learning to individual needs
- Provide support to individuals and groups
- To monitor progress and register and celebrate achievements
- Record achievements and measure against Performance Indicators

Your information is:

Being collected by Aberdeenshire Council
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The Legal Basis for collecting the information is:

Personal Data	
6(1)(e) – Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	✓

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:

<i>Not Applicable.</i>
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Your information will be shared with the following recipients or categories of recipient:

In respect of Youth Work Learners information may be shared with Youth Scotland; Scottish Qualification Authority; Scottish Youth Parliament.

In respect of Adult Learners information may be shared with The Pacific Institute; North East Scotland College (NESCOL); Workers' Educational Association (WEA).

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:

*Current year plus 3 from last engagement with learners.*

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