



From mountain to sea

Privacy Notice: Staff use of personal devices

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 enroll your personal device in Microsoft Intune in order to provide you with access to Microsoft Office 365 from your personal device
- To enable Microsoft support in line with the agreement with Aberdeenshire Council
- To wipe information, including personal data, from your device, **if requested by you**, in the event of its loss
- To withdraw access to Council information once you are no longer employed by Aberdeenshire Council or if you report the device as lost

Your information is:

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

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

Microsoft



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

The data will be stored on GDPR compliant servers within Ireland and Netherlands

The retention period for the data is:

The duration that your device is enrolled in Microsoft Intune - data will not be stored following your device being unenrolled.

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.