



From mountain to sea

Privacy Notice – Early Learning & Childcare (ELC) Application Form for Eligible 2 Year Olds

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:

- In order to enrol your child in Early Learning and Childcare.
- In order that the information held on pupils is current and correct

Your information is being collected by Aberdeenshire Council

The Legal Basis for collecting the information is:

| Personal Data | | Special categories of personal data | |
|--|---|---|---|
| Legal Obligation (Where processing of an individual's personal data is for the purpose of meeting a legal obligation of the data controller) | X | Medical (To ensure that the agreed setting can accommodate the child's needs.) Add legal basis. | X |

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 the application will not be progressed to the next stage.

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

Please list recipients or categories of recipient here or state "Not applicable"

Early Years Settings (private nursery, playgroup, local authority nursery or childminder, where applicable).
 Scottish Government for census purposes.
 Partner agencies (ie: NHS) where applicable.
 Other services available within Education & Children's Service were required.

The retention period for the data is:



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Please state the retention period(s)

5 years from the maximum school leaving age of your child, as required to by The Pupils' Educational Records (Scotland) Regulations 2003, unless we have a legal responsibility to keep the information for a longer period of time.

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 request rectification or erasure of your personal data, as so far as the legislation permits