

Privacy Notice – Live Life Aberdeenshire Hire of Live Life Outdoors Facilities and Equipment

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:

- Full name, address and contact details (email, mobile or landline phone no) are collected from the person placing the booking for the processing of the information from the booking pack for the hire of Live Life Outdoors equipment or facility, as well as to provide contact details so contact can be made if there are any issues or queries relating to the booking. The details also allow us to provide confirmation of the booking as well as invoice contact details as payment is made in arrears.
- Charity number, if applicable, is collected to ensure the correct charge is being applied.

Your information is being collected by: **Aberdeenshire Council**

The Legal Basis for collecting the information is:

Personal Data	
Performance of a Contract	✓

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:

Education & Children's Services team where there is an issue over charging
Aberdeenshire Council Finance team for invoicing purposes

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:

6 years



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.