



From mountain to sea

Privacy Notice

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:

- The processing of your claim against Aberdeenshire Council
- The processing of any complaints made in respect of your claim against Aberdeenshire Council
- The processing of any payment (if applicable) in respect of your claim

Your information is:

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

Personal Data		Special categories of personal data	
Legal Obligations	X	Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	X

Please tick all that apply

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:

<p><i>If you fail to provide the information required on the claim form, Aberdeenshire Council will not be in a position to process the claim and investigate any loss or damage sustained. This will mean that your claim cannot be processed and will be returned to you.</i></p>



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

Our insurers, brokers and claims handling agents (where appropriate)

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 + current year (maximum of 7 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.