



From mountain to sea

Privacy Notice – Work Placements – Internal/External Placement Providers

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

Education Scotland’s Work Placement Standard sets out an expectation that every pupil should be offered at least one period of work experience during their senior phase (S4-S6). The ‘Education (Scotland) Act 1980’ provides the legal basis to allow pupils below the statutory school leaving age to participate in work placements from 1 May prior to a young person’s statutory leaving year.

Aberdeenshire Council is a lead provider of Foundation Apprenticeships, a work-based learning opportunity which is rated SCQF 6 (equivalent to a Higher) available across a number of frameworks.

When you offer a work placement you are responsible for the pupil’s health, safety and welfare.

Your information is being collected to use for the following purposes:

- To ensure that you are a suitable organisation to be part of the Work Placement Programme (including the Foundation Apprenticeship Programme).
- To enable us to provide our pupils with a suitable work placement.

Your information is being collected by Aberdeenshire Council.

The Legal Basis for collecting the information is:

Personal Data	
Public Task	X

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



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- Aberdeenshire Council Work Placement Unit and work placement organisers in other Scottish local authorities
- School or young person and parents/carers of young person
- Gateway Shared Services

The retention period for the data is:

6 years

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; or
 - (ii) Legitimate Interests.
- to request rectification or erasure of your personal data, as so far as the legislation permits.