

**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 1AN.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

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

- The processing of your application for the grant of a Zoo Licence
- The determination of your application for the grant of a Zoo Licence
- The issue of any Zoo Licence Granted
- Inclusion on the Register of Zoo Licences available for public inspection
- Ensuring compliance with the terms of your Zoo Licence
- The processing of any complaints made in respect of your Zoo Licence
- The determination of any complaints made in respect of your Zoo Licence

Your Information is:

Being collected by Aberdeenshire Council

The legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligations	X	Processing is necessary for one of the Conditions in Part 2 of Schedule 1 to the Data Protection Act 2018 referring to substantial public interest in terms of paragraph 6 thereof as processing is necessary for the exercise of a function conferred on a person by an enactment or rule of law	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 you fail to provide the information required on the attached application form, Aberdeenshire Council may not be in a position to accept the application as a competent application. This means that your application cannot be processed and will be returned*

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

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| <ul style="list-style-type: none"><li>• <i>Police Scotland</i></li><li>• <i>Scottish Fire &amp; Rescue Service</i></li><li>• <i>Environmental Health</i></li><li>• <i>Some information will also be shared with the Public via the Register of Zoo Licences</i></li></ul> | <ul style="list-style-type: none"><li>• <i>The Council's nominated vets</i></li><li>• <i>Planning Services</i></li><li>• <i>Building Standards</i></li><li>• <i>The Scottish Government</i></li><li>• <i>Civic Licensing Standards Officers</i></li></ul> |
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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:

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| <ol style="list-style-type: none"><li>(1) Where an application for the grant of a zoo licence refused by the Business Services' Licensing Sub-Committee (or relevant Area Committee) information relating to that licence, will be retained for a period of five years from the <b>date of refusal</b> and thereafter will be destroyed</li><li>(2) In any other case, information relating to the grant of a zoo licence will be retained for a period of five years from the date the licence, permit or permission <b>ceases to have effect</b> and will thereafter be destroyed</li></ol> |
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The following automated decision-making, including profiling, will be undertaken:

Please note that you have the following rights:

Not Applicable

- 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.