



From mountain to sea

# Privacy Notice – Learning & Childcare Hubs

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

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

- To ensure that personal information held on the individual is correct to enable contact to be made as appropriate
- To identify training needs to ensure individuals meet child protection and safety requirements
- To identify appropriate staffing for the Learning & Childcare Hubs
- To identify individuals who are unable/ unwilling to work in the Learning & Childcare hubs and provide appropriate alternative tasks/ guidance and support as appropriate
- Support the cross check of the HR data as submitted by managers for staff impacted by COVID-19 for the Scottish Government

Your information is being collected by Aberdeenshire Council.

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Performance of a Contract (The processing of an individual's personal data where this is necessary for entering into a contract with the individual).	x	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, and social security and social protection 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 the information is not provided it would have the following impact:*

- *Appropriately trained and experienced staffing could not be identified to staff the Learning & Childcare Hubs as required by the Scottish Government*
- *Appropriate standards need to be met and while individual circumstances are changing currently, identifying gaps in training and experience is essential*



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

*Learning & Childcare Hub Leads & Supporting Staff, specifically:*

- *Senior Management (where they are supporting the Learning & Childcare Hubs)*
- *Quality Improvement Officers*
- *Relevant Head Teachers/ Depute Head Teachers (where they are supporting the Learning & Childcare Hubs)*
- *Relevant Senior EY Team Members (where they are supporting creation of rotas)*
- *Relevant Childcare Strategy Team (where they are supporting collation of information to share with the above individuals and to support the creation of rotas)*
- *Business Support & Performance team (for the purpose of cross-checking HR Covid status only – no other information will be shared)*

The retention period for the data is:

In line with the Aberdeenshire Council HR department retention scheme that can be found [here](#).

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