



From mountain to sea

## Privacy Notice

# Archaeology Service Data Extracts & Advice

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 provide you with archaeological data and advice which you have requested from us.
- To allow Aberdeenshire Council to collect payments from you, if and when they become due.

Your information is:

Being collected by Aberdeenshire Council

*Please pick the applicable option*

The Legal Basis for collecting the information is:

Personal Data	
Performance of a Contract	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:

*Aberdeenshire Council Archaeology Service would not be able to provide you with your archaeological data request and advice sought.*

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

*HM Revenue and Customs, National Fraud Initiative, Spikes Cavell, Sheriff Officers and Debt Collection Agencies and Department of Work Pensions (where applicable).*



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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:

*7 Years. If legal action has been sought and a decree is granted, all information will be retained until the debt is paid in full.*

The following automated decision-making, including profiling, will be undertaken:

*Not applicable.*

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 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.