



From mountain to sea

## Privacy Notice - Community Learning & Development Service – Referral Form

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 enable learning support to be offered to learners/community groups by the CLD Service, collecting contact information and a brief indication of learning needs.
- A CLD service representative will then make contact with the learner/group to discuss these needs.

Your information is being collected by Aberdeenshire Council:

The Legal Basis for collecting the information is:

**Personal Data**

**Performance of a Contract** (where this is necessary for entering a contract with the individual or for the performance of a contract with the individual).

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:

Personal Data collected will allow the CLD Service to make contact with the person/group being referred to discuss their learning needs and the service offer to them.

The retention period for the data is:

Where contact is unable to be made with the learner or a suitable opportunity agreed, data will be deleted 3 months from referral date.

Where a suitable opportunity is agreed, data will be anonymised within 3 months or when the learner is registered on Cognisoft (CLD's internal information management system)

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.