

From mountain to sea

Privacy Notice

Volunteer Snow Warden Scheme

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

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

To recruit volunteers for the Snow Warden Scheme. The Snow Warden Scheme is an opportunity for members of the community to volunteer their spare time to assist with snow clearing duties on publicly adopted footways and footpaths.

Your information is:

Being collected by Aberdeenshire Council
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The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent	X	The data subject has given explicit consent to the processing	
Performance of a Contract		Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, social security social protection law	
Legal Obligations			
Vital Interests		Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent	
Task carried out in the Public Interest		Processing relates to personal data which are made public by the data subject	
Legitimate Interests ¹		Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
		Processing is necessary for reasons of substantial public interest	
		Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of	



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		the employee, medical diagnosis, the provision of health or social care or treatment, or the management of health or social care systems	
		Processing is necessary for reasons of public interest in the area of public health	
		Processing is necessary for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes	

Please tick all that apply

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:

"Not applicable".

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

Volunteers will be asked to complete an application form which confirms the following:

- Fitness to participate
- Volunteer registration
- Record of training
- Acceptance of the Snow Code guidelines
- Equipment Receipt

The above forms will be retained by the Snow Warden Team Leader and not by Aberdeenshire Council.

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:

1 year from time person ceases to be a volunteer

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

"Not applicable".



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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 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.

Consent Form

Please check and tick each box then sign and return to confirm you have given your consent to the use of your personal data for the Volunteer Snow Warden scheme.

Where the Legal Basis for processing is Consent, please confirm that you have been provided:

- why your information is being collected;
- the purposes for your information being collected;
- full information about the intended processing;
- details of any sharing of your information;
- details of the security for transferring your information to any country outside the EEA;
- the applicable retention period;
- details of any automated decision-making or profiling applied to your information; and
- details of your rights.

I understand that I have the right to withdraw this consent at any time by contacting

[INSERT SERVICE CONTACT][@aberdeenshire.gov.uk](mailto: [INSERT SERVICE CONTACT]@aberdeenshire.gov.uk)

Name

Date

Signature