



From mountain to sea

Privacy Notice – Catering Information

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 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 Catering after summer
- To identify individuals who are unable/ unwilling to work in the school kitchens 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:

- *Inability to plan the service for catering on our return in August*
- *Would not be able to identify and support the team with any issues preventing a return to work in August*
- *Appropriate standards need to be met*



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

Catering Management Team E&CS Management, specifically:

- *Senior Management*
- *Quality Improvement Officers*
- *Catering Service Manager*
- *Area Catering Officers*
- *Relevant Senior Catering Support (where they are supporting 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 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;
 - (iii)
- to request rectification or erasure of your personal data, as so far as the legislation permits.