

Privacy Notice – Live Life Aberdeenshire Town Halls

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:

- Full name, address and contact details (email, mobile or landline phone no) are collected from the person placing the booking for the processing of the information from the booking pack for the hire of a town hall as well as to provide contact details so contact can be made if there are any issues or queries relating to the booking. The details also allow us to provide confirmation of the booking as well as invoice contact details as payment is made in arrears.
- Charity number, if applicable is collected to ensure the correct charge is being applied.

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	√	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	

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 correct information is not provided the application will not be progressed.

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

“Not applicable”

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:

12 Months

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

"Not applicable"

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