



From mountain to sea

Privacy Notice

Privacy Notice for SVQ's

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:

- Provision of assessment arrangements and relevant details of any disability or additional support needs identified on the Additional Support record in relation to the SVQ qualification

Your information is:

Being collected by Aberdeenshire Council

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	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

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:



From mountain to sea

Information is a legal requirement. If the correct information is not provided, the application will not be progressed. Where an approved carer fails to provide the information required, their approval will be reviewed and potentially terminated.

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

SQA (Scottish Qualification Authority). For Unpaid Carers ONLY, information will also be shared with the Carers Strategy Team.

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:

6 years after completion of the award

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 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.



From mountain to sea

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

carersvq@aberdeenshire.gov.uk

Name

Date

Signature