Aberdeenshire COUNCIL

From mountain to sea

Privacy Notice – Information Requests

The Data Controller of the information being collected is Aberdeenshire Council. Your information is being collected by 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 administer and respond to requests for information.

The Legal Basis for collecting the information is Legal Obligations.

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:

Aberdeenshire Council has a responsibility to administer and respond to valid requests for information. To enable us to issue responses to applicants, it is necessary for us to collect personal data, including an applicant's name, postal and / or email address. For access requests, it is necessary for us to also collect proof of identification. Failure to provide this personal data, will result in your request for information being invalid.

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

Your information may be shared with the Information Commission's Office (ICO) or the Office of the Scottish Information Commissioner (OSIC) should your request be subject to review, appeal or assessment.

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

N/A

The retention period for the data is:

3 years, which will be extended to 6 years where there has been a review or an appeal to either the Information Commission's Office (ICO) or the Office of the Scottish Information Commissioner (OSIC).

Please note that you have the following rights:

- to lodge a complaint with the Information Commission's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to request rectification or erasure of your personal data, as so far as the legislation permits.