Privacy Notice

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at the 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 process your application to the Ward 7 – Ocean Winds Community Fund**
- **To process an AP06 Form* to allow Aberdeenshire Council to make payments to you, if and when they become due, should your application be successful.**

***An AP06 Form is a form used to obtain personal details to allow us to make payment e.g. name, address, and bank details**

Your information is:

Being collected by Aberdeenshire Council	✓

The Legal Basis for collecting the information is:

Personal Data		**Special categories of personal data**	
Consent		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, and social security and social protection law***	
Legal Obligations		[redacted]	[redacted]
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		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 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	

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 required is not provided the application will not be progressed to the next stage and where applicable payment(s) will not be made.

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

- Formartine Area Committee members to consider the application.
- Formartine Area Office colleagues, and other Council officers as appropriate, to process the application and communicate the outcome.
- Finance colleagues to process relevant forms and payment(s) as required.
- HM Revenue and Customs.
- National Fraud Initiative.
- Spikes Cavell.

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:

7 years.

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

N/A

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.