

Privacy Notice – Princh (Wireless Printing)

Some personal data is collected and stored when you request to print using Princh. The reasons for holding this information are detailed below.

The Data Processor of the information being collected is Princh, Amazon, and Bambora. Data will be accessed and edited by Aberdeenshire Council staff and therefore, Aberdeenshire Council is the Data Controller. 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 by Aberdeenshire Council.

Your information is being collected to use for the following purposes:

- Your name is collected to identify your print requests when paying in person in a Live Life Aberdeenshire facility.
- Any documents you print via the service will be held for 24 hours for us to perform the printing service.
- Credit or Debit card details in order to process an online payment.

The legal basis for collecting this information is:

Personal Data		Special categories of personal data	
Performance of a Contract	X	Explicit Consent	X

- To enable members and customers to access products available through Simplybook.me.

Personal Data		Special categories of personal data	
Consent	X	The data subject has given explicit consent to the processing	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:

Failure to provide your name described above will result in you being unable to access your prints via Princh when paying onsite. Failure to provide your debit or credit card details will result in you being unable to pay for the service online and automatically release your print job.

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

Princh, Amazon and Ayden.

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

Denmark, The Netherlands and Germany

Your data may be stored in Princh and Ayden (Payment Provider) facilities in Denmark and the Netherlands. Your documents are hosted for 24 hours in Amazon facilities situated in Germany, Transfers to each of these countries will be protected by appropriate safeguards, namely the use of standard data protection clauses adopted or approved by the European Commission.

The retention period for the data is:

Documents and all other personal data within Princh are held for 24 hours and then deleted. Personal data regarding online payments are held for 18 months in accordance with the Payment Card Industry (PCI) Data Security Standard.

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

When you provide information where consent is the legal basis, you will be asked to give your consent and to 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.

You have the right to withdraw this consent at any time by contacting alis.admin@aberdeenshire.gov.uk