



From mountain to sea

Privacy Notice – Arts and Heritage to include the following:

Performances, events, activities and classes
Museum donations and loans
Macduff Aquarium Adoption Scheme

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:

- To collate requests to attend a performance, event, activity or class.
- To record attendances at performances, events, activities or classes.
- To promote future performances, events, activities or classes via printed or emailed newsletters or mailshots.
- Full name, address and preferred contact details collected from donors and lenders of objects and/or archival material
- To provide adopters with an adoption certificate, information about your adopted sea creature and newsletters to provide you with information on the aquarium

Your information is:

Being collected by Aberdeenshire Council

Please pick the applicable option

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	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	
Legal Obligations	X		



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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 ¹	X	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	

Please tick all that app

Please detail the consequences of failure to provide the information or state "Not applicable".

- Failure to provide the minimum information described above means we cannot provide the required services.
- Failure to provide the minimum information described above means that donations and loans for projects and archival material Aberdeenshire Council's Museums Services will not be accepted.
- Failure to provide the minimum information described above means you will be unable to enter into the adoption process

¹ Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data



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

Please list recipients or categories of recipient here or state "Not applicable"

Arts & Heritage Computer network and other Aberdeenshire Council Services where appropriate
Museum Collection Management Information System (ie: Adlib)

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

Please list any countries to which the data will be transferred and stored or state "Not applicable". Where data is transferred abroad, details of the safeguards in place must be stated e.g. Privacy Shield compliant organisation, Country deemed "Safe" by European Commission, etc.

N/A

The retention period for the data is:

Please state the retention period(s)

Arts & Heritage - 2 years
Museum and Donations – 5 years
Adoption – No more than 3 months after the end of the year's adoption period

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

Please detail any automated decision-making or profiling that will take place or state "Not applicable".

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.