

Privacy Notice – Macduff Sea Club

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 by Aberdeenshire Council

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

- Full name, date of birth, address and contact details (email, mobile or landline phone no) are collected from parents and pupils who partake in this out of school club.
- The age is collected from the pupil to ensure they are in the correct age-related grouping.
- Gender and age information is collected for equity and performance
- Medical details are collected, on a self-declaration basis where pupils have conditions we may need to be aware of in order for them to use the facilities and participate safely in the session available to them.

The Legal Basis for collecting the information is:

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

To enable pupils to partake in all activities which include for example: use the touch pools, trips down the beach etc.

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

To enable the authority to inform you of promotions, offers or changes of programme etc.

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 the minimum information described above would result in your child being unable to participate in the session.

Your information will not be shared.

The retention period for the data is:

All information (including medical) will be retained until membership in club ceases. Non-medical information will be retained for 3 years after membership comes to an end to enable participation trends to be collated and used for future service planning provision.

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

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;
- the applicable retention period;
- details of your rights.

I understand that I have the right to withdraw this consent at any time by contacting macduff.aquarium@aberdeenshire.gov.uk

Name

Date

Signature