

# Aberdeenshire Community Safety Groups Privacy Notice

The Data Controller of the information being collected is Aberdeenshire Community Safety Groups.

The Aberdeenshire Community Safety Groups are not required to appoint a Data Protection Officer.

You can contact the Partnership at:-

privacy@aberdeenshirecommunitysafety.org.uk

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

- In order to administer applications for Pass Plus funding:
- In order to administer applications for funding for other projects:

Your information is:

Being collected by Aberdeenshire Community Safety Groups
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The Legal Basis for collecting the information is:

<b>Personal Data</b>	
Performance of a Contract	X
Legitimate Interests	X

Where the Legal Basis for processing is Performance of a Contract please note the following consequences of failure to provide the information:

Processing is necessary for the purposes of administering applications for funding including Pass Plus. Failure to provide the required information will mean we are unable to progress your application.
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Your information will be shared with the following recipients or categories of recipient:

Your personal information will be passed to the local Community Safety Group for the area of Aberdeenshire in which you reside and potentially with Aberdeenshire Council. The local Community Safety Group will administer your application for funding.
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Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Not Applicable – all data will be stored within the EU.

The retention period for the data is:

For Pass Plus applications, your personal data, as sent to [passplus@aberdeenshirecommunitysafety.org.uk](mailto:passplus@aberdeenshirecommunitysafety.org.uk), will be completely deleted from the Aberdeenshire Community Safety server as soon as it is passed to the local Community Safety Group. Anonymous details (age, gender, postcode, period between practical driving test and funding application and where you heard about our funding for Pass Plus) are filed to allow us to understand interest in the Pass Plus course. Community Safety Groups will use your personal information only to keep contact with you during the period from when you apply for funding until the date on which, after you have completed the course, the funding is paid to you directly or to your driving instructor or for six months whichever is the shorter period. Your personal information will be permanently deleted at that time.

For applications for other projects, Local Community Safety Groups will retain your personal information until such time as the funding process has been completed and you have provided us with an evaluation of the impact of the project or for two years, whichever is the shorter period.

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

Not applicable – no automated decision making or profiling will take place.

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, 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.