**Privacy Notice – Early Learning Childcare Placements**

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:

* **Establishing eligibility for Early Learning & Childcare with private nursery, playgroup or local authority school nursery. This will include: ELC applications; Eligible Two’s applications; Extended Provision applications, ELC Split funding applications; ELC Transfer of funding applications; ELC Funded Meals eligibility.**

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| Being collected by Aberdeenshire Council |

Your information is:

 *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 |  | 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 |  |  |
| 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]](#footnote-1) |  | 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 apply*

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:

*Please detail the consequences of failure to provide the information or state “Not applicable”.*

If the correct information is not provided the application cannot be processed.

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”*

* Early Years Settings (private nursery, playgroups or local authority nursery where applicable.
* Scottish Government for census purposes.
* Partner agencies (ie: NHS) where applicable

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.*

Not applicable.

The retention period for the data is:

*Please state the retention period(s)*

Current Year plus 1 unless we have a legal responsibility to keep the information for a longer period of time.”

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”.*

Not applicable.

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:
1. Performance of a Public Task; or
2. Legitimate Interests.
* to data portability, where the legal basis specified above is:
1. Consent; or

(ii) Performance of a Contract;

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

earlyyears@aberdeenshire.gov.uk

1. Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data [↑](#footnote-ref-1)