



From mountain to sea

## Privacy Notice – My Choices Transition Form

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](mailto:dataprotection@aberdeenshire.gov.uk)

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

- The processing of your 16+ My Choices Transition Form, Post School Status Form, School Leavers Form in accordance with the Post-16 Education (Scotland) 2013

Your information is:

The Legal Basis for collecting the information is:

Personal Data	Special categories of personal data	
Consent	The data subject has given explicit <b>consent</b> 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 <b>employment, and social security and social protection law</b>	
Legal Obligations		X
Vital Interests	Processing is necessary to protect the <b>vital interests</b> 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 <b>public</b> by the data subject	
Legitimate Interests <sup>1</sup>	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 <b>substantial public interest</b>	
	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 <b>health or social care</b> or treatment, or the management of health or social care systems	
	Processing is necessary for reasons of public interest in the area of <b>public health</b>	
	Processing is necessary for archiving purposes in the <b>public interest</b> , scientific or historical research purposes or statistical purposes	

Please tick all that apply

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



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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:

You may not receive services from Skills Development Scotland.

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

Skills Development Scotland as part of Scottish Government Opportunities for All, Aberdeenshire Council.

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

N/A

The retention period for the data is:

Until superseded or 5 years after school leaving date.

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

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.