



Your data: Aberdeen City Libraries – Registering for Events

Why are we asking for your information?

Aberdeen City Libraries collects information about you when you register for library events to enable us to confirm registration and send you information regarding an event. Your information is stored in the ticket booking system.

The Council will only use your email address for the purpose of sending you information relating to the event that you are attending.

If you decide you no longer wish to attend the event, please email us at libraryevents@aberdeencity.gov.uk. We will delete your booking and you will not receive any further updates relating to the event.

How long we'll keep your information

We will keep this information for 2 years from the date of the event, following which your data will be anonymised. The system processing payments will hold data on transactions for 7 years. Anonymised statistical information will be kept for reporting and monitoring purposes. This will not contain your personal data.

Your rights

You've got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email

DataProtectionOfficer@aberdeencity.gov.uk or in writing at: Data Protection Officer, Aberdeen City Council, Business Hub 6, Level 1 South, Marischal College, Aberdeen, AB10 1AB.

More information about all of the rights you have is available on our website at:

<https://www.aberdeencity.gov.uk/your-data>. You also have the right to make a complaint to the Information Commissioner's Office, (www.ico.org.uk). They are the body responsible for making sure organisations like the Council handle your data lawfully.

The legal bit

Aberdeen City Council is the Data Controller for your information. Wherever the Council processes your data, we need to make sure we have a legal basis for doing so in data protection law. The Council has a duty under The Local Government (Scotland) Act 1973 to provide library facilities for people resident in the area. The Council understands our legal

basis for processing your data to confirm bookings and provide updates about the Aberdeen City Libraries event you have booked to attend as Article 6(1)(a) of the General Data Protection Regulation. This is because you signed up to receive notifications. You can withdraw this at any time, as explained above.