

How we use your information

Aberdeen City Council collects and records information about you as part of the process of providing you with an inscription in the book of remembrance.

The Council shares specific parts of the information you provide with the Council's Finance Section for the purpose of invoicing.

How long we keep your information for

We will keep this information for fifteen years from the date of application.

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 emailing ✉ DataProtectionOfficer@aberdeencity.gov.uk or in writing 📄 to The Data Protection Officer, Marischal College Aberdeen, AB10 1AU.

More information about all of your rights is available at www.aberdeencity.gov.uk/your-data or from the Information Commissioner's Office www.ico.org.uk, who are responsible for making sure organisations like the Council handle your data properly and in line with the law.

Our legal basis

Aberdeen City Council is the Data Controller for this information. Wherever we process personal information we have to make sure we have a basis for doing so in Data Protection Law. We understand our basis for processing your data as Article 6(1)(b) of the General Data Protection Regulation. This is because it is necessary for delivery of service under a contract.