

Please note that Books of Remembrance are sent away each quarter to be updated. New entries require to be received as per below:-

Before 15 November for entries in the January, February and March books.

Before 15 February for entries in the April, May and June books.

Before 15 May for entries in the July, August and September books.

Before 15 August for entries in the October, November December books.

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. It is your choice if you wish to include the names of family members as part of the inscription. Where this is done please ensure that any other living family members who are mentioned in the inscription are aware of their inclusion and have no objection.

The Book of Remembrance is available to the public and will be published online.

The Council may share specific parts of the information you provide with the Council's Finance Section for the purpose of invoicing and financial record keeping.

How long we keep your information for

We will keep the information in this form for fifteen years from the date of application. Books of Remembrance are kept permanently.

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.