Place Plaque Application Form

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| **Your Details** | |
| **Title:** |  |
| **Name:** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **E-Mail Address:** |  |
| **Organisation (if representing one):** |  |
| **Position in that organisation:** |  |
| **Funding for plaques must come from an individual or group/ organisation. Please provide details of where we should send the invoice if your application is successful (if different from above).** | |
| **Name:** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **E-Mail Address:** |  |
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| **What event, site or building are you nominating?** | |
| **Name or brief description** |  |
| **Date of event:** (must be at least 50 years ago) |  |
| **Proposed location for plaque** |  |
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| **For events only:** | |  |
| **Why does this historic event deserve a plaque?** To meet the criteria an event must have  • impacted on a significant number of Aberdeen residents; and  • reflect the rich social, political or cultural heritage of Aberdeen. |  |  |
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| **What is the specific association between the event and the location which you are proposing?** |  |  |
| **For buildings/sites only:** | |  |
| **Why does this building or site deserve a plaque?  A building or site must meet ONE of the following criteria: • be of particular architectural importance.  • be historically important as a survival of a particular period.  • have a connection with a series of historic events. • have a connection with a significant business or industry.** |  |  |
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| **For all applications:** | |  |
| **You are welcome to include references, links or articles here or as separate pdf documents with your application.** |  |  |
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**Your data: Commemorative Plaques**

**How we use your information**

The personal information which you supply to us will be used to process your application for a Commemorative Plaque. We will use this information to assess your application, and to erect and maintain the plaque. We may use your contact details to get in touch with you about your application by mail, telephone and email. We may also need to get in touch if a reappraisal of the plaque is carried out.

**Who we share your information with**

If your application is successful, your organisation’s name will be publicly available on our website as the sponsor of the plaque. Your name or your organisation’s name will also be included in the report to the City Growth and Resources Committee, which is publicly available on the Council’s website.

**How long we keep your information for**

Applications for commemorative plaques are kept for 2 years. If your application is successful, we will keep your organisation’s name as the sponsor in perpetuity.

The additional information submitted in support of an application for a commemorative plaque will be retained permanently in order to contribute to building the memory of the people and place of Aberdeen for future generations. This will not include your personal information.

**Your rights**

You have rights to your data, including the right to ask for a copy of it. [See more information](https://www.aberdeencity.gov.uk/your-data) [about the rights you have](https://www.aberdeencity.gov.uk/your-data), how they work in practice, and the contact details of our Data Protection Officer. You also have the right to make a complaint to the [Information](https://ico.org.uk/) [Commissioner’s Office.](https://ico.org.uk/) They are the body responsible for making sure organisations like the Council handle your data lawfully.

**Our legal basis**

Aberdeen City Council is the Data Controller for this information about you. Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal basis for processing personal data in relation to you as part of our public task.