

How we use your information

Aberdeen City Council collects and records information about you for the purpose of managing any enquiries and applications in relation to Public Art that the council will receive.

For the data you send for enquiries we will use the data to establish what the project is you are applying for, the budget and any funding that is required to install a public artwork in the city's spaces. In the case of enquiries your data will be held for three years.

For the data that is sent in in regards to applications we will use the data to discuss and share the public art proposal with a panel to establish if the proposal meets the criteria that is set out in the Public Art guidance document. The panel will consist of council officers and also representatives of the cultural sector with experience in commissioning public art. Depending on the application other representatives will be invited to join the panel on a case by case basis, for example, if a particular community is affected by the application.

If the application to Aberdeen City Council is successful, your data and the data about a permanent public artwork will be retained for 6 years plus as a record of the artwork. If the decision is made to accession your artwork into the museum collection it will be kept into perpetuity. If the public artwork is donated and not accessioned because of the curatorial care required data will also be kept into perpetuity. (Permanent artwork refers to artwork that is retained for the longer term). If an application for public art in the city is successful and is for a temporary artwork the data will be kept for three years.

If a public art application is unsuccessful, then the data will be retained for three years. One of the public art panels functions is to give advice so it is possible that a public art proposal that is unsuccessful could result in being successful in the future if all the proposed advice has been undertaken.

For successful applicants we use your information to monitor the progress of your project. We also use your information to produce a service update report which goes to the Finance and Resources Committee and is published on the Aberdeen City Council website.

We will keep personal data in regard to the people who are invited onto the panel who are not Aberdeen City Council employees. This will be kept to show the consensus the panel has reached regarding enquiries and to approve or not approve any public art applications. In the case of the panel the data will be kept for six plus years when involved in successful applications for permanent artwork, three years for temporary artwork and three years when involved in unsuccessful applications.

How long we keep your information for

If you are successful, we will keep the information that relates to your public art application for permanent artwork for the current financial year plus six more years. If the decision is made to accession your public artwork into the permanent museum collection, your personal data that relates to your public art application will be kept into perpetuity in accordance with the organisations Corporate Records Retention and Disposal Schedule. This is in line with information held relating to legal ownership and provenance associated with museum collections. If the permanent public artwork is donated and not accessioned

due to the curatorial care and copyright information required, your personal data in relation to the artwork and application will also be kept into perpetuity.

Successful temporary art applications and unsuccessful applications will be kept for three years. Information about the panel will be kept for six plus years in the case of permanent artwork, and three years for temporary artwork and unsuccessful applications.

The information that relates to your project will be kept for seven years as will the service update report.

Your rights

You have rights to your data, including the right to ask for a copy. [See more information about all of the rights you have](#), as well as contact details for the Council's Data Protection Officer. You also have the right to make a complaint to the [Information Commissioner's Office](#) if you think we haven't handled your data properly.

Our legal basis

Aberdeen City Council is the data controller for this information. Wherever we process personal data, we need to make sure we have the basis for doing so in data protection law. The Council understand our legal basis for processing personal data in relation to public art as part of our public task. Where we process special category data, we consider our legal basis to be necessary for reasons of substantial interest.

We will only use your information for publicity purposes to raise awareness of the public art panel and promoting good practice in public art in Aberdeen where you have given us your explicit consent. You can change your mind at any time as explained above by contacting us at publicart@aberdeencity.gov.uk.

If you submit as part of your application support material, any information or images that could be used to identify other people than yourself then we need to be confident that you have secured the explicit consent of those individuals and they are aware that the materials may be included within a service update report and/or information and publicity materials. You will be asked to confirm that you have secured the explicit consent of the individuals who can be identified within your support material for your application.