



## **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 are attending an online event you may also have to register with the host platform provider to access the event. Depending on the platform in use your data may be held outside the UK as part of this process. Instructions for joining library events will be issued by library staff. If you have any further queries, please contact [libraryevents@aberdeencity.gov.uk](mailto:libraryevents@aberdeencity.gov.uk).

If you decide you no longer wish to attend the event, please email us at [libraryevents@aberdeencity.gov.uk](mailto: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](mailto: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](http://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 consent. This is because you signed up to receive notifications for the event. You can withdraw this at any time before the event, as explained above.