

Privacy Notice Employee Benefits

How we use your information

Aberdeen City Council offers Employee Benefits via a third party portal. In order to access the benefits you are required to register. The Council may confirm further information with third parties to determine your eligibility for different products or services.

It is entirely your choice to set up an account with Employee Benefits and to select if you are interested in receiving emails about deals offered. These preferences can be updated at any time by logging-in to the Employee Benefits site.

If you click to see the details of the salary sacrifice scheme for cars or bikes, your personal information will be passed to the salary sacrifice scheme provider and they may contact you in relation to your interest in the scheme.

The Council will access anonymous information from third parties about the uptake of various benefits as part of our ongoing evaluation of the benefits provided.

How long your information will be kept for

Where you have logged-on to the portal but have not taken up any products or services your personal information will be retained by the site for as long as you wish this to be the case. Should you no longer wish to have an account with Employee Benefits, and you have not accessed any of the benefits offered, please select the **Contact us** section of the portal and ask for your account details to be deleted.

Please see third party providers' privacy notices for details of how long they will keep your records. The length of time your personal information is retained for will depend on your preferences and if you have entered into a contract to access a particular benefit.

Your rights

Aberdeen City Council is the Data Controller for your information. 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 at DataProtectionOfficer@aberdeencity.gov.uk or in writing at: Data Protection Officer, Marischal College, Aberdeen, AB10 1AB. You also have the right to make a complaint to the [Information Commissioner's Office](#). They are the body responsible for making sure organisations like the Council handle your data lawfully.

Legal basis

Whenever the Council processes personal data we need to make sure we have a basis for doing so in data protection law. We understand our basis in data protection law for offering Employee Benefits to our employees to be Article 6(1)(b) of the General Data Protection Regulation (GDPR). This is because the benefits are provided to employees based on employment contracts.

Please see third party providers' privacy notices for details of the legal bases under which they process your personal information.