

Your data: Employee Mentoring

The Council has a range of employee development processes including Employee Mentoring. While it's not linked to any formal Council policy, personal information may be generated for those involved in the Mentoring process to enable the process to take place. This will include providing the mentor/mentee with your contact details and completing an application form to allow the matching process to take place.

How long we keep your information for

Upon conclusion of the mentoring process, all documentation and correspondence held by the People Development team in relation to the mentoring will be deleted. A record is kept of each mentoring match for statistical purposes. Data will also be gathered through an evaluation process to help improve the Mentoring process. We will keep this for 3 years from the end of your mentoring experience.

Your rights

You've got rights in relation to your data, including the right to ask for a copy of it. [See more information about all the rights you have](#) and how they work in practice 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.

Please note if your complaint is not about data protection but instead is about an employment matter, then this should be raised initially with your line manager and if necessary, through the Council's grievance procedure.

Our legal basis

Aberdeen City Council is the Data Controller for this information about you. Whenever the Council processes personal data we need to make sure we have a legal basis for doing so in data protection law. We understand our legal basis for processing your data as being necessary for us manage our relationship with you, as your employer.

As part of this relationship, the Council is also likely to process special categories of personal data. The Council understands our legal basis for doing so as being necessary for carrying out our obligations in the field of employment.