

# Appendix 3: Draft Application Forms

## People Plaque Application Form

<b>Your Details</b>	
<b>Title:</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>E-Mail Address:</b>	
<b>Organisation (if representing one):</b>	
<b>Position in that organisation:</b>	
<b>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).</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>E-Mail Address:</b>	

<b>Who are you nominating?</b>	
<b>Full Name:</b>	
<b>Date and place of Birth:</b> (must be at least 100 years ago)	
<b>Date of Death :</b> (must be at least 20 years ago)	
<b>Please provide details of when the individual(s) lived in Aberdeen.</b>  To meet the criteria they must have either lived in Aberdeen for five years, or been born here, or have achieved their accomplishment here.	
<b>Why do they deserve a plaque?</b>  To meet the criteria they must have	

<ul style="list-style-type: none"> <li>• contributed to the rich social, political and cultural heritage of Aberdeen</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• have been an Aberdonian who impacted the world through their achievements, words or deeds.</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• made a major contribution to their field within a Scottish context as a minimum.</li> </ul>	
<p><b>You are welcome to include references, links or articles here or as separate pdf documents with your application.</b></p>	
<p><b>What is your preferred location for a plaque?</b></p>	
<p><b>What is the link between this building and the individual(s)?</b></p> <p>To meet the criteria it should be somewhere the individual(s) was born, lived for 5 years or where they achieved the accomplishment we are celebrating.</p>	

## Privacy Notice

### How we will use your information

The personal information which you supply to us will be used to process your application for a People Plaque. This includes using your name or your organisation's name in the report to the City Growth and Resources Committee, which is publicly available. If your application is successful, your organisation's name will be publicly available on our database/website as the sponsor of the plaque. We may contact 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.

### How long do we keep your information?

If your application is not successful, we will keep this information until the application is formally determined. If your application is successful, we will your organisation's name on our database/website as the sponsor in perpetuity and keep your contact details in case a reappraisal of the plaque becomes necessary. In both cases, the information you supply about the nominated person or place will be retained in perpetuity.

### Who do we share your information with?

Your name or your organisations name will be shared within the Council and made publicly available as part of the Committee approval process.

By submitting this form you are consenting to Aberdeen City Council using the information which you have supplied in the manner stated above.

### Your rights

You have rights to your data, including the right to ask for a copy of it. [See more information about the rights you have](#), 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 Commissioner's Office](#). They are the body responsible for making sure organisations like the Council handle your data lawfully.

### Our legal basis

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 follows:

<b>What we do</b>	<b>What our legal basis is</b>	<b>Where we get our legal basis from</b>
Processing your personal information is necessary for us to assess your application to erect a plaque and maintaining the plaque.	Article 6(1)(e)	

## Place Plaque Application Form

<b>Your Details</b>	
<b>Title:</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	
<b>E-Mail Address:</b>	
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<b>Position in that organisation:</b>	
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<b>Telephone Number:</b>	
<b>E-Mail Address:</b>	

<b>What event, site or building are you nominating?</b>	
<b>Name or brief description</b>	
<b>Date of event:</b> (must be at least 50 years ago)	
<b>Proposed location for plaque</b>	
<b>For events only:</b>	
<p><b>Why does this historic event deserve a plaque?</b></p> <p>To meet the criteria an event must have</p> <ul style="list-style-type: none"> <li>• impacted on a significant number of Aberdeen residents; and</li> <li>• reflect the rich social, political or cultural heritage of Aberdeen.</li> </ul>	

<p><b>What is the specific association between the event and the location which you are proposing?</b></p>	
<p><b>For buildings/sites only:</b></p>	
<p><b>Why does this building or site deserve a plaque?</b></p> <p><b>A building or site must meet ONE of the following criteria:</b></p> <ul style="list-style-type: none"> <li>• be of particular architectural importance.</li> <li>• be historically important as a survival of a particular period.</li> <li>• have a connection with a series of historic events.</li> <li>• have a connection with a significant business or industry.</li> </ul>	
<p><b>For all applications:</b></p>	
<p><b>You are welcome to include references, links or articles here or as separate pdf documents with your application.</b></p>	

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