



From mountain to sea

Privacy Notice – Whole School

The Data Controller of the information being collected is Aberdeenshire Council. The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected by Aberdeenshire Council to use for the following purposes:

- To enrol your child in school and provide an education to include the categories below as and when appropriate
- To ensure that the information held on pupils is current and correct

The Legal Basis for collecting the information is:

Personal Data		Special Categories of personal data	
Legal Obligation (Where processing of an individual's personal data is for the purpose of meeting a legal obligation of the data controller.)	X	9(2)(i) – Processing is necessary for reasons of public interest, in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of healthcare and of medicinal products or medical devices	X

- Groupcall / Netmedia (to contact or alert parents in an emergency, where there is an absence and all relevant school information which also includes Parent's Evening Bookings to inform parents about their children's progress and aspects of their education).
- Scottish Government / Education Scotland for data collections including processing of special categories such as Ethnicity, Nationality, Religion and also Health Information is necessary in order for both the Scottish Executive and the National Health Service (NHS) to monitor the impact of its education service and public health services to ensure that it meets the needs of all pupils and that no one group is at a disadvantage. To provide payments and income information for Education Maintenance Allowance (EMA).
- Skills Development Scotland (SDS) to support progression from school to a positive post school destination.
- National Health Service (NHS) - to facilitate engagement with public health services
- Scottish National Standardised Assessments (SNSA) - Scottish Education to provide teachers with objective, comparable information about progress, which will help improve outcomes for all children and young people.
- Parentsportal.scot – provides parents with online access to information about a child's education, annual data check information and transactions such as granting permission for school trips, applying for placement requests, or making bookings for parents' evenings.



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Personal Data		Special categories of personal data	
Public Task (Where processing of data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.)	x	9(2)(g) – Processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards	x

- School Meals (to include any specific dietary requirements and Cashless Catering card information including photograph where appropriate eg Secondary stage)
- SEEMiS - provides a management information system to support Pupil attainment, attendance as well as Staff record management. Pupil photographs are held on SEEMiS for identification purposes, classroom layout for attendance purposes and application for NEC card.
- Transport
- School Trips – EVOLVE (System used in planning trips)
- Culture and Sport (includes Active Schools, Active Communities, Sports and Physical Services, Museums, Libraries (please see link to Conditions of Membership) <https://www.aberdeenshire.gov.uk/libraries/using/library-membership/conditions/>) Aquarium and Arts Development) – to provide learning opportunities for children and young people
- Sport Scotland (to provide pupils with opportunities to get active and make a positive contribution to their health including activity programs over the school holidays)
- GLOW (to provide a wide range of web services and resources for education in a safe online environment)
- Creative Learning Network Projects
- Community Learning and Development – providing support to young people
- Electoral Registration Office to offer the opportunity to register on the Electoral Roll
- NEC (National Entitlement Card) to access many public services e.g. travel
- Work Experience (Work Placement Employers)
- Sensory Support Service
- Educational Psychology Service
- Additional Support for Learning
- English as an Additional Language
- Music Tuition Service

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

Your child will not be enrolled in school and therefore unable to access an education and any additional services, including support, external trips and activities available to them.



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Your information will be shared with the following recipients or categories of recipient:

Scottish Government/Education Scotland - please refer to
<http://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices>

National Health Service (NHS), Skills Development Scotland (SDS), Scottish Qualifications Authority (SQA), Groupcall, Parents Portal, Scottish National Standardised Assessments (SNSA), NEC application process and other Aberdeenshire services where required.

The retention period for the data is:

Please state the retention period(s): We will keep this information for a period of 5 years from the maximum school leaving age of your child, as required to by The Pupils' Educational Records (Scotland) Regulations 2003, unless we have a legal responsibility to keep the information for a longer period of time.

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to object, where the legal basis specified above is:
 - Performance of a Public Task; or
- to request rectification or erasure of your personal data, as so far as the legislation permits.