



From mountain to sea

# Privacy Notice – Educational Psychology Service

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](mailto:dataprotection@aberdeenshire.gov.uk)

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

- To support the assessment of the child/young person’s additional support needs and contribute to an intervention support plan
- To help inform how Educational Psychology Service can support school staff training and development work
- To inform Educational Psychology Service self-evaluation and improvements.

Your information is:

Being collected by Aberdeenshire Council

*Please pick the applicable option*

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent	✓	The data subject has given explicit <b>consent</b> to the processing	
Performance of a Contract		Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of <b>employment, and social security and social protection law</b>	
Legal Obligations			
Vital Interests		Processing is necessary to protect the <b>vital interests</b> of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent	



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Task carried out in the Public Interest		Processing relates to personal data which are made <b>public</b> by the data subject	
Legitimate Interests <sup>1</sup>		Processing is necessary for the establishment, exercise or defense of legal claims or whenever courts are acting in their judicial capacity	
		Processing is necessary for reasons of <b>substantial public interest</b>	
		Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of <b>health or social care</b> or treatment, or the management of health or social care systems	
		Processing is necessary for reasons of public interest in the area of <b>public health</b>	
		Processing is necessary for archiving purposes in the <b>public interest</b> , scientific or historical research purposes or statistical purposes	

*Please tick all that apply*

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:

*Please detail the consequences of failure to provide the information or state "Not applicable".*

**Not applicable**

<sup>1</sup> Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data



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

*Other Educational Psychology staff as appropriate*

**Relevant staff in Playgroups, Nurseries, Schools, College or University as appropriate and with consent.**

**Professionals in other outside agencies associated with the child/young person i.e. Speech and Language Therapist, Occupational Therapists, Mobility Specialists etc. as appropriate and with consent.**

**Aberdeenshire council for statistical purposes.**

**If required to share data as part of a freedom of information request.**

**Provide data for statistical purposes to Scottish Government and national professional bodies as required.**

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

*Please list any countries to which the data will be transferred and stored or state "Not applicable". Where data is transferred abroad, details of the safeguards in place must be stated e.g. Privacy Shield compliant organisation, Country deemed "Safe" by European Commission, etc.*

**Not applicable**

The retention period for the data is:

Records are maintained until the child/young person reaches the age of 25. After this point they are confidentially destroyed.

The following automated decision-making, including profiling, will be undertaken:

*Please detail any automated decision-making or profiling that will take place or state "Not applicable".*

**Not applicable**



## From mountain to sea

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 request access to your personal data;
- to object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

Where the Legal Basis for processing is Consent, please confirm that you have been provided:

- why your information is being collected;
- the purposes for your information being collected;
- full information about the intended processing;
- details of any sharing of your information;
- details of the security for transferring your information to any country outside the EEA;
- the applicable retention period;
- details of any automated decision-making or profiling applied to your information; and
- details of your rights.

I understand that I have the right to withdraw this consent at any time by contacting

[eps@aberdeenshire.gov.uk](mailto:eps@aberdeenshire.gov.uk)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature