



From mountain to sea

# Privacy Notice for English as an Additional Language

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 1AM.

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

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

- To gather information on the language, education and cultural background of your child. This will enable Aberdeenshire EAL Service to provide informed advice and support for your child in their acquisition of English.

The Legal Basis for collecting the information is:

Consent	✓
Performance of a Contract	
Legal Obligations	
Vital Interests	
Task carried out in the Public Interest	
Legitimate Interests <sup>1</sup>	

*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:

*Not applicable*

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

[eal.service@aberdeenshire.gov.uk](mailto:eal.service@aberdeenshire.gov.uk)



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

Early Years Settings (private nursery, playgroups or local authority nursery where applicable).  
Relevant staff within primary and secondary schools.  
Other professionals involved in supporting your child.  
Some data may be shared as part of a Freedom of Information request.  
Interpreters/translators for the purposes of communicating information regarding your child.  
Previous nurseries/schools that your child has attended or future nurseries/schools that they will attend.

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

*Not applicable*

The retention period for the data is:

*Data will be retained for as long as the child is in Education in Aberdeenshire establishments + 5 years after school leaving date.*

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

*Not Applicable*

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;
- to request access to your personal data;
- 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.

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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 confirm that I have read and understood the Privacy Notice

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

[anne.henderson@aberdeenshire.gov.uk](mailto:anne.henderson@aberdeenshire.gov.uk)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



**English as an Additional Language Service (EAL)**

Pre-Enrolment / Admissions Information - EAL / Bilingual Pupils

**Pupil Information**

Child's First Name/s:  
Child's Family Name:  
Child's Date of Birth:  
Child's Gender:  
Child's Nationality:  
Child's Language/s spoken at home:  
Date of Arrival in the UK:  
Home Address:

Previous Address:

**Previous School Information**

Main Language of School Education:  
Previous School Address:

**Parent information**

Relationship to the child:  
Nationality:  
Main Language:  
First Name/s:  
Family Name:  
Maiden Name (mother):  
Address:

Telephone Number:  
Mobile Number:  
Work Telephone Number:

These details will be passed on to the relevant DHT/Year Head.  
The DHT/school will contact the parents to arrange a suitable enrolment appointment.

(Staff use only) Date of Parental contact with the school:

(Staff use only) Details taken by:

(Staff use only) Language Line used to gather details?  yes  no

(Staff use only) Interpreter necessary to gather details?  yes  no

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