



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

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 ¹	

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

¹ Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data 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.

eal.service@aberdeenshire.gov.uk



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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

Name

Date

Signature

ea1.service@aberdeenshire.gov.uk



English as an Additional Language Service (EAL)

Referral Form

To be filled in during the enrolment meeting with parent/guardian and interpreter

Enrolment should NOT take place until the child is actually resident in Scotland

Name of School _____

HT/School contact _____

Pupil referred by _____ Date of entry to school _____

Last/Family Name (pupil) _____

First Name (pupil) _____ Known as _____

UPI number (personal/passport) _____ Nationality _____

Current Address _____

Post Code _____ Tel No. _____

Previous Address _____

Post Code _____ Tel No _____

Date of Birth d _____ m _____ y _____ Gender ____ Class _____

Faith/Religion _____ Class/Guidance Teacher _____

First Language _____

All languages used in the home _____

Main language of school education _____

Place of Birth _____ Ethnic Origin _____

Previous school report received? Yes No

Additional Support Needs other than EAL? Yes No

Noted Medical condition? Yes No

Previous Schooling (give details)

Name & address of school/ nursery	Dates		Country
	From	To	

Date of arrival in UK _____

Likely duration of stay in UK _____

Father's/Guardian's name _____

Mother's/Guardian's name _____

Mother's maiden name _____ DOB _____

Names, Gender, Age of Siblings _____

Parental consent for EAL Service to provide advice and support to pupil / school?

Yes No

Interpreter provided by EAL Service present at enrolment meeting?

Yes No

Interpreter Name _____

Signature of Parent/Guardian _____

(Print Name Parent/ Guardian) _____

Date _____

Please scan & send to eal.service@aberdeenshire.gov.uk

Aberdeenshire EAL Service

Telephone: 01771 644199

eal.service@aberdeenshire.gov.uk