



From mountain to sea

Privacy Notice – ELC Admissions

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 to use for the following purposes:

- **In order to enrol your child in Early Learning and Childcare and provide ELC to include the categories below as and when appropriate.**
- **To ensure that the information held on pupils is current and correct.**

Your information is being collected by Aberdeenshire Council.

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	Where processing of an individual's personal data is for the purpose of meeting a legal obligation of the data controller.	X

- Scottish Government / Education Scotland for data collection
- NHS – to facilitate engagement with public health services
- Groupcall/Netmedia (to contact or alert parents in an emergency, attendance and all relevant school information).

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	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

- To provide information to help create individual care plan
- Culture and Sport – provide learning opportunities for children
- Sensory Support Service if required
- Educational Psychology Service if required
- Additional Support for Learning if required
- English as an Additional Language if required

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 ELC and therefore unable to access ELC and any additional services, support or external trips and activities available to them.



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

- Early Years Settings (private nursery, playgroups, childminders or local authority nursery where applicable).
- Scottish Government for census purposes.
- Partner agencies (ie: NHS) where applicable.
- Other services available within Education & Children's Service were required.

The retention period for the data is:

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:
 - (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.