



**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](mailto: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	X	Where processing of an individual’s personal data is for the purpose of meeting a legal obligation of the data controller. 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.
- 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.

Personal Data	Special categories of personal data	
Public Task	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

- School Meals (to include any specific dietary requirements and Cashless Catering)
- SEEMiS to carry out a cross-authority search for children missing in education purposes
- Transport
- School Trips – EVOLVE (System used in planning trips)
- Culture and Sport (includes Active Schools, Active Communities, Sports and Physical Services, Museums, Libraries, 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

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- 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.

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, Scottish National Standardised Assessments (SNSA), 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.

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

N/A

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.