**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

Your information is being collected by:

|  |
| --- |
| Being collected by Aberdeenshire Council |

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

* In order 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** |
| Consent | X | The data subject has given explicit ***consent*** 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 ***employment, and social security and social protection law*** |
| Legal Obligations | X |  |
| Vital Interests |  | Processing is necessary to protect the ***vital interests*** of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent |

|  |  |  |
| --- | --- | --- |
| Task carried out in the Public Interest |  | Processing relates to personal data which are made ***public*** by the data subject |
| Legitimate Interests[[1]](#footnote-1) |  | Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity |
| Processing is necessary for reasons of ***substantial public interest*** |
| 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 ***health or social care*** or treatment, or the management of health or social care systems |
| Processing is necessary for reasons of public interest in the area of ***public health*** |
| Processing is necessary for archiving purposes in the ***public interest***, scientific or historical research purposes or statistical purposes |

 *Please tick all that apply*

**Legal Obligation**

* Groupcall / Netmedia (to contact or alert parents in an emergency, attendance and all relevant school information including Parents Evening Bookings to inform parents about their children’s progress and about aspects of their education)
* Scottish Government / Education Scotland for data collections
* SQA for exam assessment and qualification purposes
* Skills Development Scotland to support progression from school to a positive post school destination
* NHS - to facilitate engagement with public health services
* Scottish National Standardised Assessments (SNSA)

**Consent**

* School Meals (to include any specific dietary requirements and Cashless Catering)
* 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 – 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 including Show My Homework where applicable (to provide a wide range of web services and resources for education in a safe online environment)
* Creative Learning Network Projects
* 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 if required
* Educational Psychology Service if required
* Additional Support for Learning if required
* English as an Additional Language if required
* Music Tuition Service 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 School and therefore unable to access an education and any additional services, support or 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>

 NHS, Skills Development Scotland, SQA, Other Aberdeenshire services where required. Groupcall, SNSA

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

N/A

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:
1. Performance of a Public Task; or
2. Legitimate Interests.
* to data portability, where the legal basis specified above is:
1. Consent; or
2. 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 my child’s School.

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Name Date Signature

1. Please see the Privacy Notice Guidance for details of limited use of this ground for processing personal data [↑](#footnote-ref-1)