

Privacy Notice - Education and Learning Directorate

Dumfries and Galloway Council is the data controller of your personal information. This means we decide why and how we will process your personal information. This privacy notice tells you what we do with the personal information you provide us with.

Dumfries & Galloway Council has a statutory responsibility to deliver Education to children and young people. To do this, we need to collect personal data about our children/young people and their families. We collect this from our Early Learning and Childcare centres (ELC) and Schools registration processes. We only collect what we need to provide the Education and Learning. We keep it secure, and it will only be accessed by those that have a legitimate reason. We follow the Council's Record Retention Schedule and Archival Procedures, so we do not keep personal data for longer than necessary. All data is stored until the age of 25.* (see note below).

If the Council intend to process your data for any other statutory functions or for another reason which is not specified in this notice, the Council will contact you.

What are your rights? You have the right to:

Be informed about how your personal information will be used.

Access your personal information.

Withdraw consent where the legal ground for collecting your personal information is consent.

Rectify your personal information, which means they have the right to request the Council to correct any inaccuracies.

Request deletion of your personal information where the Council no longer has a legal ground to hold your information.

Request that the processing of your personal information is **restricted**.

Data portability, this means you can securely move your personal information from one IT place to another.

Object to the Council processing your personal information.

Know when the processing of your personal information is subject to **automated decision making and profiling**.

Your responsibilities

It is important to read this privacy notice as this contains important information about how we use you and your child/young person's personal data and your rights. The Council also need to ensure you and your child's personal data remains accurate. To help us please keep your nursery and school up to date with any changes.

For example, if you have moved to a new house and not informed the school, this may result in your personal data being sent to an incorrect address.

What we collect from you?

- Data about our children and young people include, name, date of birth, gender, address, racial or ethnic origin, religion, any additional support needs and relevant medical conditions.
- Data about the pupils' family will include, names, addresses, email, phone number, emergency contact details and family relationship (mother/father etc)

- Data about when and where the pupil goes after they leave Early Learning and Childcare Centre (ELC)Centre /School. This includes information about their next setting, career paths or intended destinations.
- Data held will also include personal learning plans, pupil progress, assessments and exam results. It will also include records of attendance, absence and any exclusions.

Sharing and caring for pupil data

- If a child/young person moves ELC Centre /School, we have a legal obligation to pass on information to their new ELC Centre/School/Education Authority.
- Data will also be shared with School Mainstream Transport Team/Contractors and School Meals Service, if your child is accessing school transport/school meals.
- We share your contact information with third party organisations such as Skills Development Scotland when there is a clear public task to do so.
- We share your data with third parties who process it on our behalf, including the operator of our Education Management Information System, SEEMIS our schools' intranet GLOW, and our text messaging provider Groupcall. Access to our Nursery Application Management System (NAMS)/SEEMiS Early Years is part of SEEMiS.
- SEEMiS is restricted to approved staff and by username and password only.
- To prevent unauthorised disclosure, any hard copies of data are also stored securely at your child's nursery or school.
- Law requires us to pass certain information about our pupils to the Scottish Government and the Council. This data is for statistical purposes – individual pupil names are not identified.

Sharing personal data to support Wellbeing

If it would be helpful to share information about a child or young person with someone else, we will discuss this with you and seek your consent before we share it so that you know what is happening and why. The only time we will not seek consent to share information with another organisation is if we believe that a child may be at risk of harm. In these situations, we have a duty to protect children, which means we do not need consent. On these occasions, we will normally tell you that information is being shared, with whom, and why – unless we believe that doing so may put the child at risk of harm.

How can I access the information you hold about my family?

For an ELC Centre you will undertake a registration form process – this data can be accessed from your ELC centre or via Education Support Services (SEEMiS). For each year, your child/young person's School will send home a copy of the personal data we hold about your child/young person as part of our annual update process. If at any other time you would like to review information held as part of your child's Educational record, you can do so as part of the Access to Educational Record legislation. In the first instance you should contact the Headteacher of your school to make this request. Further links and details are included as part of this privacy notice.

**NOTE: Looked After or Accommodated Children – retention of Data is from the Date of birth of child + 100 years OR if the child dies before the age of 18 then child's death + 25 years.*

Links and Contacts

For more details about SEEMiS processing please contact miss@dumgal.gov.uk

For more information on how the Council uses personal data, and to know more about your information rights including who to contact if you have a concern, please follow this link.

<http://www.dumgal.gov.uk/article/15094/Search?q=data+protection>

For an electronic copy of our privacy notice please follow this link

<http://www.dumgal.gov.uk/privacy>

If you would like to access any information we hold, then you can do so under the Pupils' Educational Progress Records (Scotland) Regulations 2003, by making a Request to your child's school in the first instance.

Furthermore, a Subject Access Request (SAR) can be sent by e-mail to dataprotection@dumgal.gov.uk.

Alternatively, you can also download a form at

<http://www.dumgal.gov.uk/article/15129/Data-protection>

The contact details of the Council's Data Protection Officer:

Dumfries and Galloway Council Contact Details:

Address: Dumfries and Galloway Council, Council Headquarters, English Street,

Email dataprotection@dumgal.gov.uk

Phone 030 33 33 3000

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