

Dumfries & Galloway Council has a statutory responsibility to delivery Education to children and young people in this area. In order to do this, we need to collect personal data about our children/young people and their families. The information collected is required so that Dumfries & Galloway Council, via Schools, can provide the range of services that make up our Educational offering. Should the Council intend to process your data for another reason which is not specified in this notice or for statutory functions, the Council will contact you to provide information.

### **What personal information do we collect from you?**

Data about our pupils include, name, date of birth, gender, and address, racial or ethnic origin, religion. It will also include information about any additional support needs and any relevant medical conditions.

Data about the pupils' family will include, names, addresses, email, phone number, emergency contact details and family situation.

Data held will also include pupil progress, assessments and exam results. It will also include records of attendance, absence and any exclusions.

We will hold data about when and where the pupil goes after they leave Early Learning and Childcare Centre (ELCC)/School. This includes information about their next setting, career paths or intended destinations.

If your child is accessing school transport and school meals, data will be shared with School Mainstream Transport Team/Contractors and Enterprising DG.

When we record and use personal data, we will only collect and use what we need. We will keep it securely, and it will only be accessed by those that have legitimate reason to. We will not keep personal data for longer than is necessary and will follow the Council's Record Retention Schedule and archival procedures.

### **Receiving and passing on pupil records**

There will be times when we also receive and share information about child/young person from other organisations, such as, previous ELCC/School, NHS, Police Scotland, Social Work, Additional Support Services and sometimes other organisations or groups connected to the pupil's education. Information of this type is processed in the same ways as set out above.

## **Sharing pupil data**

If a child/young person moves ELCC/School, we have a legal obligation to pass on information to their new ELCC/School/education authority.

Sometimes we also receive information about child/young person from other organisations, such as, NHS, Police Scotland, Social Work, Additional Support Services and sometimes other organisations or groups connected to the pupil's education.

We also need to share pupil information with other organisations. Law requires us to pass certain information about our pupils to the Scottish Government and the Council. This data is for statistical purposes.

We share your data with third parties who process it on our behalf, including the operator of our Education Management Information System, our schools' intranet GLOW, and our text messaging provider Groupcall. For more details about this processing please contact [miss@dumgal.gov.uk](mailto:miss@dumgal.gov.uk)

## **Sharing personal data to support Wellbeing**

All practitioners working with children and young people must play their part in supporting the wellbeing of children and young people to ensure they are safe, healthy, achieving, nurtured, active, respected, responsible and included. In addition to the above, Dumfries and Galloway Council has a legal duty to promote, support and safeguard the wellbeing of children in our care.

If it would be helpful to share information 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 will we secure your data?**

The Council take the security of your data seriously and access to SEEMiS is restricted to approved staff and by username and password only. The Council Data Protection Policies and Procedures make clear that all staff have a responsibility to ensure that they handle personal data appropriately and that suitable organisational security measures are in place. To prevent unauthorised disclosure, hard copies of data are stored securely at your child's nursery or school.

## **How long will your data be stored in the Council?**

Personal data is held in our electronic, secure SEEMiS server. You may hear your nursery talking about inputting your data into our Nursery Application Management System (NAMS), this system is part of SEEMiS.

All data is stored until the young person has reached the age of 25.

## **Your responsibilities**

You are required to read this privacy notice. It is important that you do so, as this contains important information about how we use you and your child/young person's personal data and your rights.

The Council need to ensure you and your child's personal data remains accurate, to assist with this, please ensure you keep your nursery and school up-to-date with any changes. For example, if you do not inform the school that you have moved to a new house, this may result in your personal data being sent to an incorrect address.

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

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.

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/15129/Data-protection>

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

Furthermore, a Subject Access Request can be sent by e-mail to [dataprotection@dumgal.gov.uk](mailto:dataprotection@dumgal.gov.uk). Alternatively, you can also download a form at <http://www.dumgal.gov.uk/article/15129/Data-protection>.

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