

Privacy Statement- Primary and Secondary Enrolment

The Data Controller who are processing your personal data is Dumfries and Galloway Council.

Who are we?

Dumfries and Galloway Council is a local authority established under the Local Government etc.

(Scotland) Act 1994. Our head office is located at Dumfries and Galloway Council Headquarters, English Street, Dumfries, DG1 2DD. You can contact our Data Protection Officer by post at this address or by email at: dataprotection@dumgal.gov.uk, and by telephone on 0303 333 3000.

Why do we need your personal information and what will we do with it?

You are giving us your child's personal information to allow us to enrol your child in a school in Dumfries & Galloway and provide education. We also use your information to verify your identity where required, contact you by post, email, or telephone and to maintain our records.

What is our legal basis for using your information?

We provide these services to you as part of our statutory function as your local authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

If you do not provide us with this information we have asked for, then we will not be able to provide you with this service.

We may also need to process more sensitive personal information about your child to protect your vital interests in circumstances where we will not be able to seek your consent.

Who do we share your information with?

We are legally obliged to safeguard public funds, so we are required to verify and check your details internally for fraud prevention. - We may share this information with other public bodies (and also receive information from those other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. In general, we will also comply

with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Your information is also analysed internally to help us improve our service. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our Full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

We will also share information with the Scottish Government, the Scottish Qualification Agency, Skills Development Scotland (secondary schools only). We may also share your information with SEEMiS and other external agencies/ organisations who provide or assist with educational provision and with online payments solution providers.

How long do we keep your information for?

We retain your admissions form for two years. Your child's information is the entered into our SEEMiS Schools Secure System and is retained permanently.

Information you have given us about other people.

If you have provided anyone else's details on this form, please make sure they you have told them that you have given their information to Dumfries and Galloway Council.

What are your rights under data protection law?

Access to information - you have the right to request a copy of the personal information that we hold about you.

Correcting your information - we want to make sure that your personal information is accurate, complete, and up to date. Therefore, you may ask us to correct any personal information about you that you believe does not meet these standards.

Deleting your information - you have the right to ask us to delete personal information about you where:

1. You think that we no longer need to hold the information.
2. We are using that information with your consent and that you have withdrawn your consent.
3. how we may use your information' below
4. Our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information - you have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information - in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of information. This right might also apply if we no longer have a basis for using your personal information- but you do not want us to delete the data. Where this right is realistically applied will mean that we may only use relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact the Data Protection Officer if you wish to carry out any of these rights.

We may use automated decision-making processes but very little use of profiling. Where these techniques are used, this will be explained in the specific privacy statements relating to those functions, together with a description of the reason involved in any automated decision making.

We aim to directly resolve all complaints about how we handle personal information, you can contact the Council's Data Protection Officer by email dataprotection@dumgal.gov.uk or by telephone 0303 333 3000.

You also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Visit their website for more information- <https://ico.org.uk/concerns>

If your complaint is not about a data protection matter you can find details on how to make a complaint at www.dumgal.gov.uk/complaints or email:

commentsandcomplaints@dumgal.gov.uk

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