

Perth and Kinross Council Privacy Notice

Education for school and pre-school age children

2018-07

Details of process for which personal information is being used

To provide education to school and pre-school age pupils and manage and administer schools, nurseries, etc.

There are separate Privacy Notices for SEEMiS, the Council's main education system and for some software / websites used by school pupils.

Who is processing this information?

The personal information you've provided will be processed by Perth and Kinross Council, 2 High Street, Perth, PH1 5PH, enquiries@pkc.gov.uk , 01738 475000.

Why is this information being processed?

The information provided by you will be used by Perth & Kinross Council to manage the education provided for you, or for a child for whom you have parental responsibility.

This may include information provided to allow us to provide a child with school meals, Education Maintenance Allowance or school clothing grants, as well as applications for Instrumental Music Tuition.

Why is it lawful for the Council to process this information?

The Council is permitted to process your personal data in this way because it has a duty to ensure the adequate and efficient provision of education for school and pre-school pupils. If this information is not provided we will not be able to provide an education to you or a child for whom you have parental responsibility.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6 (c) of the General Data Protection Regulation - *Processing shall be lawful...to the extent that processing is necessary for compliance with a legal obligation to which the controller is subject*

In this case the relevant legislation is the Education (Scotland) Act 1980. Among the obligations placed on education authorities by this Act are requirements to make adequate and efficient school and pre-school education available, physical education and to provide adequate facilities for social, cultural and recreational activities.

Some of the information which the Council processes in order to provide education services may be particularly sensitive, such as information about health or religion. This type of information is called Special Category Data; data protection legislation gives it extra protection. The Council is allowed to process Special Category Data because it is in the public interest for it to be able to provide education to all children.

Formally, it is lawful for the Council to process Special Category Data in relation to education under the terms of Article 9(g) of the of the General Data Protection Regulation- *processing is necessary for reasons of substantial public interest*

Will this information be shared?

Information provided in relation to the education of a child may be shared with the Scottish Qualifications Agency, Skills Development Scotland, the Scottish Government, Culture Perth and Kinross, Live Active, NHS Tayside, voluntary organisations, care providers or other bodies when it is necessary for us to do so in order to comply with our legal obligations.

We will never sell information to a third party.

Personal information may also be shared if it's necessary for us to do so in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law. The Council may check information provided by you, or information about you provided by a third party, with other information held by us.

How long will this information be kept for?

Information held on Pupil Progress Records is kept for five years after the date that the child has left school education.

Other information is retained in line with the Council's Records Retention Schedule. Please contact the Information Governance team at the address below for further details.

Personal Information Rights

Individuals have rights in relation to the information the Council holds about them, including the right to request a copy of their information. You can find out more about your [Personal Information Rights](#) on our website or by contacting the Council's Information Governance team at the address below.

Data Protection Officer

The Council has a Data Protection Officer who you can contact in the first instance if you have any questions or complaints about how we are processing your personal information.

Please contact Data Protection Officer, 2 High Street, Perth, PH1 5PH,
DataProtection@pkc.gov.uk, 01738 475444.

Information Commissioner

If you want to complain about how the Council has processed your information you have the right to contact the Information Commissioner's Office (<https://ico.org.uk/> 0303 123 1113).

Information Governance Team

If you have any questions about how the Council processes your information, or if you would like a copy of this notice in another language or format, please contact the Information Governance team;

Information Governance

Legal and Governance Services

2 High Street

Perth

PH1 5PH

Email: DataProtection@pkc.gov.uk

Telephone:01738 477933