

Perth and Kinross Council Privacy Notice

Main Education system - SEEMiS

2023-10

Details of process for which personal information is being used:

Perth & Kinross Council processes personal information belonging to you, or to a child for whom you have parental responsibility, in order to manage education provision, attainment and attendance at school.

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 4

Why is this information being processed?

Information provided by you will be held by Perth & Kinross Council Children's Services on SEEMiS (Education Management information system). This information and suite of applications is fully managed by SEEMiS LLP in a secure environment. Access is restricted to appropriate staff controlled by Education & Children's Services.

Information will be held on SEEMiS for the purposes of processing and managing pupil, pupil contact and staff data. This includes:

- Pupil enrolment, registration and attendance management at education establishments and partner provider nurseries
- Timetabling of school classes and activities
- Recording of identified additional support needs to support your child's education and input required
- Monitoring and recording of school achievement and progress. This includes teacher assessment
- Emergency contact information for your child
- General school administrative and communication purposes
- Fulfilment of statutory obligations and care with reference to relevant legislation
- Anonymised aggregated statistics for the purposes of monitoring outcomes and performance and improving services
- Recording bullying and discriminatory incidents/alleged incidents (including person experiencing the behaviour, person displaying the behaviour, nature of

the incident, and specific perceived reason for bullying).

- Identifying pupils whose school attendance is below 20%, to consider a voluntary referral to the Sustained Emotionally Based Absence (SEBA) Project.

Please see also:

<http://www.pkc.gov.uk/media/42493/Education-for-school-and-pre-school-age-children-Privacy-Notice/pdf/Schools - Perth and Kinross Council Privacy Notice 2018-07>

<http://www.pkc.gov.uk/media/42167/Free-School-Meals-Assistance-with-Clothing-and-Footwear-Privacy-Notice/pdf/Application for Free School Meals Assistance with Clothing and Footwear- Privacy Notice - 2018-05>

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

The Council is permitted to process personal data in this way because it has a duty to record and manage student details in order to ensure the adequate provision of school education.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6(1)(c) of the UK 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.

Sensitive personal information, known as Special Category data, is also recorded on SEEMIS. Special Category Data includes information about racial or ethnic origin or health.

Perth and Kinross Council carries out processing of information about racial or ethnic origin because it is permitted to do so for statistical purposes.

Formally, the processing of personal data provided to us for this purpose satisfies Article 9(2)(j) of the UK General Data Protection Regulation - *processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes*

Perth and Kinross Council carries out processing of information about health because it is in the public interest that children with conditions or support needs which impact on their education are provided with an education which is suitable for their needs.

Formally, the processing of personal data provided to us for this purpose satisfies Article 9(2)(g) of the UK General Data Protection Regulation - *processing is necessary*

for reasons of substantial public interest.

How long will this information be kept for?

Information held on Council systems will be deleted in line with the Council's Records Retention Schedule. SEEMiS currently does not have the facility to delete records; this is being addressed in the next version of SEEMiS which is expected in approximately 2-3 years.

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's Office

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