

Privacy Notice – Education Services

To deliver these Education Services the Council need to collect, store, use, share and dispose of personal information. This is known as data processing. When the Council collect personal data, the Council must tell you why we need it, and what the Council will do with it. The privacy notice explains how we process your personal information for the purposes of providing Education Services. If this privacy notice changes in any way, it will be updated.

How to contact us

Inverclyde Council will act as the ‘Data Controller’ in regard to the personal data you provide to us. The ‘Data Controller’ is based at Inverclyde Council, Information Governance, Municipal Buildings, Clyde Square, GREENOCK, PA15 1LY.

The Council’s Data Protection Officer is Andrew Greer who can be contacted at dataprotection@inverclyde.gov.uk and by telephone on 01475 712498.

What information do we need?

Personal data is information which can be used to identify you such as your:

- Name;
- Address; and
- Date of birth;

Special category data is information that reveals:

- Racial or ethnic origin;
- Data concerning health needs and special education needs;
- religious or philosophical beliefs; and
- Biometric information identifying the pupil.

Why we need this information?

Inverclyde Council provides a range of Education Services.

The services we provide are in the following areas:

- Management of early years, primary, secondary and additional support needs schools
- Services to support access and inclusion in education
- Managing admissions to schools, including placing requests and appeals
- Providing Arts, Creative Learning and Lifelong learning opportunities
- Overseeing curriculum development, management of schools and teaching
- The Council may process personal data and special category data.

Your personal information will be used to provide a service and to validate eligibility for claims, e.g., Education Maintenance Allowance, Clothing Grant/Free School Meals, Wraparound, Out of School Care, etc. We need to know this personal data in order to provide you with services (or those that you have requested) and to establish our rights in relation to those services. If you do not provide this information then we will be unable to provide those services to you. We will not collect any personal data from you that is not required for delivery of those services.

The legal basis for collecting the information is

The Council provides these services to you as part of our statutory function as your local authority. You can find more details of our role on the Council's website www.inverclyde.gov.uk Processing your personal information is necessary for:

- (i) The performance of a task carried out in the public interest by the Council;
- (ii) Compliance with our legal obligations for the provision of Education Services and this allows the Council to provide these services and fulfil our legal responsibilities, such as managing schools, providing inclusion and accessibility support, managing admissions and enrolments and providing a range of creative, arts and lifelong learning opportunities;
- (iii) The performance of a contract;
- (iv) Vital interests;

Or

- (v) You have given your explicit consent

Where you provide the Council with more sensitive personal information about you we will process this information for reasons of substantial public interest as set out in the Data Protection Act 2018.

| Personal Data | |
|-------------------|---|
| Consent | <ul style="list-style-type: none"> • Music Tuition Application Forms • Photographs taken during school activities • Consent Forms for Pupils |
| Legal Obligations | <p><i>Inverclyde Council has legal duties and powers to execute and enforce legislation relating to:</i></p> |
| | <p><i>Applicable laws include but are not limited to:</i></p> <ul style="list-style-type: none"> • Placing Requests |
| | <ul style="list-style-type: none"> • Free School Transport |
| | <ul style="list-style-type: none"> • Pupil Progress Files (PPR) • Child Protection Files |
| Vital Interests | <ul style="list-style-type: none"> • School Trip Information |
| Public Task | <ul style="list-style-type: none"> • Education Maintenance Allowance (EMA) |

- Clothing Grant/Free School Meals
- Wraparound
- Out of School Care
- ASN Forum Paperwork
- Credit Union
- Annual Data Check
- Staff Personnel Files
- Interagency Referral Forms
- Qualify Benefits Criteria (QBC)
- Recruitment/Candidate Information
- Medication Form
- GIRFEC Paperwork
- Sharepoint (Psychological Services)
- Holiday Lunch Club

If we require your permission to process your personal information, we will ask you. If you wish to withdraw your consent, you can do so through contacting the Council's Information Governance Team.

What we will do with your information?

All of the information we collect from you will be processed by staff in the United Kingdom.

To provide you with good quality services and to meet the Council's legal obligations, the Council will sometimes share your personal information between teams within the Council, and with external partners and agencies involved in delivering services on our behalf.

The Council may also provide personal information to third parties, but only where it is necessary, either to comply with the law or where permitted under data protection legislation.

Your information will be shared with the recipients or categories of recipients listed below:-

- Scottish Government
- Finance Services, Inverclyde Council
- Community Learning and Development, Inverclyde Council
- Inverclyde Libraries
- Strathclyde Partnership for Transport
- Social Work
- NHS Greater Glasgow and Clyde
- Police Scotland
- Scottish Children Reporters Administration (SCRA)
- Voluntary organisations and private sector providers
- ParentPay, and CRB for online school payments such as cashless catering and school trips. Pupil's meal choices will be shared with their parents via ParentPay.

The Council will only share your information with partners or suppliers who have sufficient measures and procedures in place to protect your information and can meet their legal obligations under data protection legislation. These requirements will be set out in contracts or information sharing agreements.

The Council is legally obliged to safeguard public funds so the Council is required to verify and check your details internally for fraud prevention. The Council may share this information with

other public bodies (and also receive information from these other bodies) for fraud checking purposes. The Council is also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this.

The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. The Council analyse your information internally to help us improve Council services. This data sharing is in our full [privacy notice](#) on the Council website. It also forms part of the Council requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

On occasions, we may keep your personal information within the Council's archives for evidential and historical reasons, or use it for research and statistical purposes.

It will sometimes be necessary to process personal information to protect individuals from harm or injury, to prevent and detect crime, to comply with legal orders, and to provide information in accordance with a person's rights.

The Council will only process your personal information when it is lawful to do so.

In general the Council does not transfer personal data outside either the UK or the European Union and on the rare occasions when it does so the Council will inform you. The Council will only transfer data outside the UK and the EU when it is satisfied that the party which will handle the data and the country it is processing it in will provide adequate safeguards for personal privacy.

How long will we keep your information?

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website at <https://www.inverclyde.gov.uk/law-and-licensing/freedom-of-information> or you can request a hard copy from the contact address previously stated above.

Your Rights

When you provide information to the Council, you will have the following rights:

- To withdraw consent at any time, where the legal basis specified above is consent
- To request access to your personal data
- To object, where the Legal Basis specified above is: i) public task or ii) legitimate interests
- To data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- To request rectification or erasure of your personal data, as so far as the legislation permits
- To restrict processing in certain circumstances, for example if the information is not accurate.

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, 08456 30 60 60, Email: www.ico.gov.uk but you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

Education Maintenance Allowance (EMA) application forms are processed electronically by SEEMiS and the criteria validated automatically for eligibility and payment of grant.

More information

For more details on how the Council processes your personal information visit www.inverclyde.gov.uk/privacy

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.