

Official

Privacy Notice – CfE Machine

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, Customer Service Centre, 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.

What information do we need?

Unless specifically agreed with you, we will only collect personal data about you which does not include any special categories of personal information about you. The information will however include details relating to SQA exam results, namely, Scottish Candidate Number, Forename (strongly encrypted), Surname (strongly encrypted), Course, Level, Course Title, Component, Title, Mark and Band

Why we need this information?

Your personal information will be used to allow your school to analyse exam results efficiently. We will not collect any personal data from you that isn't needed for delivery of those services.

The Legal Basis for collecting the information is public task. In terms of the Standards in Scotland's Schools Act 2000 Local Authorities have a legal duty to analyse school attainment to ensure effective responses to inequality of outcomes.

What we will do with your information:

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

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

Wilson WebWare (CfE Machine) under the terms of a Data Processing Agreement. This enables timely and efficient processing by authorised school staff of data of relevance to their area of responsibility to identify areas of strength and areas for development. Further information as to how Wilson Webware uses your personal data in these circumstances can be found in their Privacy Notice at the following link <https://www.thecfemachine.co.uk/DataPrivacyNotice.php>.

- UK2 (web host for Wilson WebWare) – encrypted data

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.

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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 permit
- 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

No automated decision making will be undertaken relating to this data.

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.