

**Official**

## **Parental Involvement and Engagement Privacy Notice**

### 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](mailto:dataprotection@inverclyde.gov.uk).

### What information do we need?

The information may include details such as:

- Name of school attended by pupil;
- Age;
- Gender;
- Ethnicity;
- Postcode.

### Why we need this information?

Your personal information will be used to allow the Council to process your response to a survey.

The Council will also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

### Legal Basis

Processing your personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.

Information is required to allow the Council to evaluate the level and quality of parental engagement as per the Council's statutory duty under the Scottish Schools (Parental Involvement) Act 2006 and the National Improvement Framework.

Where the Council processes special categories of personal data the processing will be necessary for reasons of substantial public interest and statistical purposes.

### What we will do with your information?

For the purposes of this survey, the Council will share your information with the Scottish Government. The Scottish Government in turn may allow third party organisations, such as researchers, access to this information.

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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 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](http://www.ico.gov.uk) but you should raise the issue with the Council's Data Protection Officer first.

### Automated Decision Making

Not applicable.

### More information:

For more details on how the Council processes your personal information visit [www.inverclyde.gov.uk/privacy](http://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.