

## **Privacy Notice – Education Services**

### **Overview**

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 out of catchment requests and appeals
- Providing Arts, Creative Learning and Lifelong learning opportunities
- Overseeing curriculum development, management of schools and teaching

If you are concerned about what we do with your data, or think something has gone wrong, for example if you have received correspondence from the Council which is not addressed to you, contact the Council's Data Protection Officer.

### **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](mailto:dataprotection@inverclyde.gov.uk) and on 01475 712498.

### **What information do we need?**

We may process personal data and special category data.

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

- Name
- address
- 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
- Biometric information identifying the pupil

### **Why we need this information?**

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**

- It is required by law
- It is necessary as part of a contract
- It is necessary to protect someone's life
- It is necessary to provide a Council service which is part of our public task.
- You have given your consent.

### **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:-

- Scottish Government
- Finance Services, Inverclyde Council
- Strathclyde Partnership for Transport
- Social Work
- National Health Service
- Police Scotland

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

### **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.

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.

### **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.