

Google Guardian Consent Form

Education Service

Who will process your information?

In order to deliver Education Services we need to collect, store, use, share and dispose of personal data. This is called data processing. When we process your personal data we must comply with data protection legislation. This consent form explains how we will use your personal data within the Education Service of Argyll and Bute Council and allows you to confirm your consent to our processing your information by signing this form.

The Council is registered with the Information Commissioner's Office as the 'Data Controller' for the personal data you provide to us. The Data Protection Officer, who is responsible for ensuring personal data is managed in accordance with data protection legislation is Iain Jackson, Governance and Risk Manager, Argyll and Bute Council, Governance and Law, Kilmory, Lochgilphead PA31 8RT and he can be contacted at data.protection@argyll-bute.gov.uk

Telephone: 01546 604188 or 01546 605522

What information will you process?

The information we collect from you will be your email address.

Why is my information being processed?

Your information is being collected in order to support the Council in delivering services to you. It's important for parents and carers to be involved in children and young people's learning in school and at home. Google Guardian allows you to receive a regular email summary of your child's activity within their Google Classroom learning environment, such as activities they have recently undertaken, upcoming work and any tasks that haven't been completed.

What is the lawful basis for this processing?

For the purposes outlined in this document we are using consent as our lawful basis.

We require your consent to process your email address in order to allow you access to Google Guardian.

We are not processing special category information for purposes of Google Guardian.

Who will have access to my personal information?

What we will do with your information	
Who we will share with	Reason for Sharing
Education Scotland	To allow access to Glow. Glow is an Education resource hosted on a secure platform
RM Unify	Data Processors managing the Glow platform on behalf of Education Scotland

You should also be aware that your data will be stored on servers located in the European Union. Your consent form will be stored in the United Kingdom. We will take all reasonable steps to ensure that your data is kept securely and more information on how this is done can be requested from the Data Protection Officer.

How long will my information be kept?

We will not keep your personal data for any longer than it is needed, and will dispose of any records (both paper and electronic) in a secure way. If your child leaves school their Glow account is deleted after 60 days. Your email address will be deleted along with it. You can ask us to delete your email address from Google Guardian at any time. Once we have processed your removal request your email address will not be retained within Google Guardian.

More information on the retention policy and procedure can be obtained from the Data Protection Officer if required.

Automated Decision Making

No automated decision making will take place.

YOUR RIGHTS

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

- to withdraw consent at any time, *to do so please contact the School Office*
- to lodge a complaint with the Information Commissioner's Office – *see below for details*
- to request access to your personal data – *please contact the Data Protection Officer*
- to data portability
- to request rectification or erasure of your personal data, as far as the legislation permits – please contact the Data Protection Officer and provide details of what data you wish to be rectified or erased.

You can find out more about your rights in relation to data protection here: www.argyll-bute.gov.uk/data-protection or from the Data Protection Officer by telephone or in writing, as detailed above.

The ICO is the UK's independent body set up to uphold information rights; you can request further information or register a complaint from:-

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113 Email: casework@ico.org.uk

The Information Commissioner's Office – Scotland
45 Melville Street, Edinburgh, EH3 7HL
Telephone: 0303 123 1115 Email: Scotland@ico.org.uk
If you require this consent form in any other format please contact School Support on 01369 704000.

Please ensure you complete the consent form overleaf.

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IMPORTANT

By signing this form I consent for my email address to be processed as detailed in the associated Google Guardian privacy notice.

School Name			
Pupil Name		Year Stage	
Parent Name			
Parent Email			

You can change your mind about giving or refusing consent at any time. If you no longer want your email address to be used for Google Guardian let the school know by email or in writing.

I confirm my consent by providing my signature below:

Signature of Parent/Guardian	
Print Name	
Date	