

Privacy Notice – Educational Psychology Service

Who will process your information?

The information you provide about you and your child will be processed by East Renfrewshire Council, Eastwood Park, Giffnock, G46 6UG, to deliver an Educational Psychology Service. This service will collect information already held about you and your child within East Renfrewshire Council and create new information on data subjects.

Why do we process your information?

The council is legally required to provide an Educational Psychology Service (the service) under the Education (Scotland) Act 1980. Your information is processed to allow the service to carry out core functions, including consultation, assessment, intervention, training and research. Your information may be shared with other East Renfrewshire Council departments and other organisations in the process of carrying out these functions, to check the information we have is accurate, and to prevent and/or detect crime. Other organisations may include bodies responsible for auditing or administering public funds, other councils, public sector agencies, government departments, private companies or partners we use to process information and distribution services for the issue of correspondence.

What is the legal basis for us to process your information?

The council processes your information in order to perform a task carried out in the public interest and to fulfil its obligations to ensure proper administration of the council's financial affairs in terms of the Local Government (Scotland) Act 1973. The Data Protection Act 2018 gives certain types of information special significance because of its sensitivity eg health information. If we process this type of information about you in relation to Education we do so on the basis that it is necessary for reasons of substantial public interest.

Do you have to provide your information?

The information we ask for is required to provide an Educational Psychology Service that can deliver positive outcomes for your child, and allows us to carry out public tasks in the public interest as set out by law. If you do not provide us with the information we ask for we will not be able to provide this service.

How do we collect information about you?

The service will collect information from you, your child, relevant stakeholders and partner agencies involved, and information already held about you and your child within the Education Department. Such information will include personal details (such as names, dates of birth, addresses, contact details, attendance and attainment data), establishment details (such as nursery / school name, key staff involved), details of chronology (such as significant events, key dates), personal and professional views (including pastoral notes), background information, copies of reports and correspondence from other agencies and documents relating to your child's assessment and plan.

How long will we keep your information?

The council will hold your and your child's information from when you agree to referral to the service until five years beyond your child leaving school.

Who is your information shared with?

Your information will be accessed by council staff who need to do so to administer an Educational Psychology Service and the many services that run alongside it. Information is analysed internally in order to provide management information and inform future service delivery. Your information may also be shared with other departments within the Council. The council also generally complies with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. The service also has a duty to consider sharing relevant information under the Scottish Government's GIRFEC (Getting It Right For Every Child) initiative. Where appropriate, the service will seek your consent to share information with other agencies to promote and support your child's wellbeing, with the exception of matters of Child Protection or requests from the Children's Reporter's Administration.

Do we transfer your information outside the UK?

In general we do not transfer personal information outside the UK.

Profiling and automated decision-making

Education do not use profiling or automated decision-making for administration.

Your rights

You have the right to be informed of the council's use of your information. This notice is intended to give you relevant information to meet this right.

Access personal data held about you

You have the right to access personal information the council holds about you by making what is known as a subject access request. You can receive a copy of your personal data held by the council, details on why it is being held, who it has been or will be shared with, how long it will be held for, the source of the information and if the council uses computer systems to profile or take decisions about you.

1. Request rectification of your personal data

You have the right to request that the council corrects any personal data held about you that is inaccurate.

2. Request that the council restricts processing of your personal data

You have the right to request that the council restricts processing your personal data if you think the personal data is inaccurate, the processing is unlawful, the council no longer need the personal data but you may need it for a legal purpose or you object to the council processing for the performance of a public interest task.

3. To object to the processing of your data

You have the right to object to the council's use of your personal data. The council will have to demonstrate why it is appropriate to continue to use your data.

Complaints

If you have an issue with the way the council handles your information or wish to exercise any of the above rights in respect of your information you can contact the council's data protection officer by post at:

The Data Protection Officer
East Renfrewshire Council
Council headquarters
Eastwood Park
Giffnock
G46 6UG

or by email at DPO@eastrenfrewshire.gov.uk

You have the right to complain directly to the Information Commissioner's office (ICO).

The address of their head office is: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5EF

Telephone: 0303 123 1113

Alternatively, you can report a concern via their website at www.ico.org.uk

The ICO also have a regional office at 45 Melville Street, Edinburgh EH3 7HI

Telephone: 0303 123 1115 e-mail: scotland@ico.org.uk

While you can go directly to the ICO, the council would welcome an opportunity to address any issues you have in the first instance. You can find out more about how we handle this information and your rights in respect of it by going to www.eastrenfrewshire.gov.uk/privacy. If you do not have access to a computer and wish a paper copy please let us know by contacting your child's school or early learning and childcare placement.