

Privacy notice – St Ninian’s High School

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 also to fulfil its legal obligations to ensure proper administration of the council’s financial affairs in terms of the Local Government (Scotland) Act 1973.

The law 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?

Education needs your information to allow us to carry out tasks in the public interest that is set out in law such as teaching in primary and secondary schools. It allows us to organise and administer classes, lunches, exams etc.

How do we collect information about you?

Most of the information the council holds about you will come from you as an individual and provided at your first encounter with education whether it is applying for an early learning and childcare place or the annual data check conducted by schools. Not all of the information you provide is shared with all the bodies listed and is only shared when the information is relevant to their purpose.

Who will process your information?

The personal information you give to us through any of our forms relating to Education and any other pupil administrative information we hold about you in this context will be processed by East Renfrewshire Council, Eastwood Park Giffnock G46 6UG for the administration of Education and any additional support you may require.

Why do we process your information?

We will gather only personal data that is adequate, relevant and limited to what is necessary in relation to the purpose for processing. Your information is processed to help us administer education provision and related functions within East Renfrewshire. As relevant your information may be shared with other departments within the council and other organisations for the same purposes and also to check the information we have is accurate; prevent and/or detect crime; and protect public funds. Other organisations may include bodies responsible for auditing or administering public funds, other councils, public sector agencies, government departments, exam bodies and other private companies or partners we use to process information and distribution services for the issue of correspondence.

We will only share the minimum amount of personal data that is adequate, relevant and limited to what is necessary in relation to the purpose for processing.

Such information includes:-

Child’s Forename
Child’s Surname
Child’s gender
School Stage
Details of child’s medical condition
Any other name child is known by
Child’s date of birth
Address including postcode
Mother’s/Carer’s Name
Father’s/Carer’s Name
Mother’s/Carer’s address including postcode
Father’s/Carer’s address including postcode
Mother’s/Carer’s telephone number
Father’s/Carer’s telephone number
Mother’s/Carer’s email address
Father’s/Carer’s email address
Single Parent/Carer family

Name of Brother/Sister
 Date of Birth of Brother/Sister
 School stage of Brother/Sister

When applying for a school place you will be asked to provide:

School applying for
 Preferred Alternative School
 Early Learning place applied for
 Council Tax evidence and Council Tax Number
 Mortgage Statement or Rental Agreement and Rental Agreement End Date
 Landlord Registration Number
 Birth Certificate
 Child Benefit
 Utility Statement
 Other Catchment Evidence

And where relevant:

Roman Catholic Baptismal Certificate detailing date of baptism and name of church venue

How long will we keep your information?

The council will hold your information from when your child first has contact with one of our services through to five years beyond them leaving school.

Who is your information shared with?

Your information will be accessed by council staff who need to do so to administer education and the many services that run alongside it. If such administration is provided on the council's behalf by an external agency, that agency will also have access to your information. The information may be shared with:

Agency/Company	Purpose
2Cqr	Library management system used in secondary schools. https://www.2cqr.com/
Bellrock FM	Provide management of part of the school building and school meals in St Ninian's High. http://bellrock.fm/
CRB	Cashless catering and point of sale provision at the school kitchens
ParentPay	Ability to pay school for trips, meals and other items online https://www.parentpay.com/
East Renfrewshire Culture and Leisure Trust	Organisation within the East Renfrewshire area delivering sport, leisure, arts and cultural services. Also deliver a wide variety of sports development including Sportscotland's Active Schools programme within our schools. https://www.ercultureandleisure.org/about https://sportscotland.org.uk/schools/active-schools/
Education Scotland	Education Scotland is a Scottish Government executive agency charged with supporting quality and improvement in Scottish education and thereby securing the delivery of better learning experiences and outcomes for Scottish learners of all ages. Responsibility for inspection, attainment, inclusion and other aspects of education in Scotland. Data may be restricted to statistical returns. Therefore, contain no personal data. https://education.gov.scot/
Glow, Scotland's national education network	Glow allows teachers and students to collaborate on documents online, meaning that groups can work together on shared or similar projects. Common spaces are available for gathering and storing information from a number of students, and teachers can collect, review and give feedback online. Managed by Education Scotland. https://glowconnect.org.uk/
Scottish Government including their	The devolved government for Scotland has a range of responsibilities which include: health, education, justice, rural affairs, housing and the environment. Scottish Government's Education Analytical Services, which is part of the Scottish Government's Learning Directorate, has legal powers to request data with regard

Analytical Services	children and young people educated in, and the workforce of, Scotland's schools. Data may be restricted to statistical returns. Therefore will not contain any personal data. https://www.gov.scot/Topics/Statistics/ScotXed/SchoolEducation/ESPrivacyNotices
NHS	Access to information sufficient to allow them to carry out their programme of health checks and immunisations within our schools as necessary. http://www.nhsggc.org.uk/
Scholar, Heriot Watt University	Access to online learning courses, tutor session and books for secondary pupils developed by Heriot Watt in conjunction with Glow and Education Scotland. https://scholar.hw.ac.uk/index.html
Skills Development Scotland	Provide access to Careers staff, myworldofwork.co.uk from Primary 5 to Secondary 6. https://www.skillsdevelopmentscotland.co.uk/what-we-do/scotlands-careers-services/our-careers-service-in-schools/
SQA	The awarding body for qualifications in Scottish schools with a role in accreditation of qualifications also. https://www.sqa.org.uk/sqa/70972.html
SEEMiS	Holds the Education Management Information System Click + Go allowing us to record staff and pupil information, attendance, pastoral notes and tracking and monitoring. https://www.seemis.gov.scot/site3/

The council also needs to ensure proper administration of its funds so details will be checked internally for fraud prevention and verification purposes. Information is also 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.

Do we transfer your information outside the UK?

In general we do not transfer personal information outside the UK but on the rare occasions we do we will inform you. We will only transfer information outside the UK when we are satisfied that the party that will handle the data and the country it is being processed in have adequate safeguards for personal privacy comparable to those which are in place in 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.
- 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.
- Request that the council restricts processing of 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.

- Object to the processing of your 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.