

# Educational Services

## Privacy Notice (Pupil Records)



As the 'data controller' for the personal information – or data – we hold about you, **South Ayrshire Council** decides how your personal information is used/processed, and what it is used for.

This statement provides more details about this and provides information on how to get in touch with us if you need to know more.

### **Your personal data – what is it?**

Personal data is information relating to a living person who can be identified from that data. Identification can be based on the information alone, or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulation 2016 (GDPR).

### **What Personal Data will we collect from you?**

We will only collect the personal information we need to provide you with relevant information, services and support. The personal data we will collect includes:

|               |                         |
|---------------|-------------------------|
| Name          | Language                |
| Date of birth | Religion                |
| Address       | Asylum status           |
| Email         | Parents in armed forces |
| Gender        | Disability              |
| Ethnicity     | Health conditions       |

### **How will we use your information?**

Your information will be used in a number of ways:

- for teaching, registration and assessment
- to ensure all aspects of a child/young person's education is managed and monitored appropriately
- to ensure that a child/young person's health and well-being is managed.
- to ensure that a child/young person is transported to school safely and is able to fully take part in school activities.
- to ensure that appropriate education benefits can be processed
- to ensure the rights of pupils in schools

### **What is the legal basis for using/sharing your information?**

Processing is necessary in the performance of a task carried out in the public interest namely for the Council's Education authority to provide an efficient and effective school pupil education service which is a statutory obligation for the Council.

### **Who will we share your information with?**

Where necessary your information will be shared with:

- Social Work and Community Learning and Development
- NHS Ayrshire & Arran
- Strathclyde Partnership for Transport and Transport Contractors
- Ayrshire Valuation Joint Board (Electoral Register)
- CRB – online school payments
- Scottish Qualification Authority (SQA)
- Skills Development Scotland
- Wilson Webware (Curriculum for Excellence Machine)
- Glow – schools intranet
- Groupcall – text messaging
- Scottish Government
- National Entitlement Cards
- Gateway

## How long do we keep hold of your information?

We keep your personal data for no longer than reasonably necessary. Our retention periods are as follows:

| Type of Records   | Retention Period  |
|---|---|
| Pupil Progress Record   | Current plus <b>5 years</b>   |
| Child Protection  | Date of birth + <b>75 years</b>   |
| Looked after  | Date of birth + <b>100 years</b> , or for 25 years from date of death if child dies before attaining age of 18 years  |
| Additional Support Needs including any Child's Plan (Co-ordinated Support Plan) | Date of birth + <b>25 years</b><br>Note that the Co-ordinated Support Plan should be destroyed when the school/centre is notified by central administration. The centrally held plan will be retained for 5 years after the plan is closed. |
| Educational Psychological Service   | Date of birth + <b>25 years</b>   |

## What are your rights?

The lawful basis for your processing/using your personal data directly impacts which rights are available to you. For example, some rights will not apply, in this case we are not required to:

- erase your personal information.
- enable the right to data portability

However, you do have the following rights and can ask us to:

- correct your personal information if it is inaccurate;
- complete your personal information if it is incomplete;
- restrict the processing of your personal information in certain circumstances

You also have the right to object to the processing of your personal information.

## Do you require this statement in a different format?

Please contact us if you require this information in an alternative format.

## How can you get in touch with us?

If you wish to obtain any records held by the Council relating to you, or if you have any general data protection queries, please contact the Council's Data Protection Service at:

Data Protection Officer  
South Ayrshire Council  
County Buildings  
Wellington Square  
Ayr  
KA7 1DR

**Email:** [DataProtection@south-ayrshire.gov.uk](mailto:DataProtection@south-ayrshire.gov.uk)

**Telephone:** 01292 612 223

## Are you dissatisfied with the way your Personal Information has been handled?

If you are unhappy with the way we have dealt with your personal information, you can complain to the Council's Data Protection Officer using the contact details noted above.

If you remain dissatisfied after contacting us, you have the right to complain to the Information Commissioner (<https://ico.org.uk/for-the-public/>):

Information Commissioner's Office – Scotland  
45 Melville Street  
Edinburgh  
EH3 7HL

**Email:** [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)  
**Telephone:** 0303 123 1115