

**Education & Children's Services**  
**Woodhill House**  
**Westburn Road**  
**AB16 5GB**  
**Tel: 01224 472840**

**[education@aberdeenshire.gov.uk](mailto:education@aberdeenshire.gov.uk)**

4 July 2018

Dear Parent/Carer

## **General Data Protection Regulations (EU) GDPR 2016/769**

### **GDPR and your data**

As you are aware the new General Data Protection Regulations (GDPR (EU) 2016/769 came into force on Friday 25<sup>th</sup> May, 2018. This change to the law gives parents/carers and young people greater control regarding how their personal data is used.

Aberdeenshire Council is committed to full compliance with these regulations. From 25<sup>th</sup> May, when you are asked for information by Education & Children's Services, we will tell you why we are collecting the information, how long we will hold it and the legal basis for gathering this information. A Privacy Notice is attached relating to the information we hold on yourself and your child/ward.

### **The information we collect from you**

Aberdeenshire Council collects personal data and information about your child in order to provide your child with a school education.

We will normally only share information (other than in child protection situations) in order to provide services for your child as part of his/her school education. We collect special category data about your child and process this because it is in the substantial public interest.

The information held by Aberdeenshire Council is used to assess, plan, coordinate, deliver and quality assure the education services to your child. The Council does not use an automated process for making decisions about your child or the services required; decisions are made with you. We will keep this information for a period of 5 years from the maximum school leaving age of your child, as required to by The Pupils' Educational Records (Scotland) Regulations 2003, unless we have a legal responsibility to keep the information for a longer period of time.

### **Your Data, Your Rights**

You have legal rights about the way the Council handles and uses your data. More information about all of the rights you have is available on our website at:

<http://www.aberdeenshire.gov.uk>. Alternatively you can contact the Council's Data Protection Officer by emailing [DataProtection@aberdeenshire.gov.uk](mailto:DataProtection@aberdeenshire.gov.uk) or in writing at: The Data Protection Officer, Town House, 34 Low Street, Banff, AB45 1AY.

You also have the right to make a complaint to the Information Commissioner's Office, ([www.ico.org.uk](http://www.ico.org.uk)). They are the body responsible for making sure organisations like the Council handle your data lawfully.

### **Legal Basis for Processing**

The Council, as an Education Authority, is legally required to deliver an education to your child under the terms of the Education (Scotland) Act 1980 as amended.

Yours sincerely



Head of Service (Education)