

Customer Services: Education Parents Portal Privacy Notice Your Personal Data

What information do we need?

Argyll and Bute Council will act as the 'Data Controller' in regard to the personal data you provide to us. The Data Protection Officer can be contacted at the Council's headquarters is at Kilmory, Lochgilphead PA31 8RT. The email address is: data.protection@argyll-bute.gov.uk

Argyll & Bute Council Education Service has arranged for all schools to be able to make use of the online platform Parents Portal provided by the Scottish Government's Information Service. If you choose to register with Parents Portal personal information about you and your child that you have previously provided in order for your child to receive Education will be shared with this organisation. This information is contained in the General Education Privacy Notice which can be found on the Council website at <https://www.argyll-bute.gov.uk/data-protection#privacy> . The personal data will include all data currently included in the annual data check, including special category (health, race/ethnic background, and religious beliefs).

Why do Parents Portal need this information?

Your information is being collected to help simplify the process of checking and updating information held about you and your child by the education service.

There are enhanced benefits to the pupil, parents/carers and the school in using this tool.

The legal bases for collecting your information in these circumstances are:

Article 6(1)(a) - The data subject has given consent to the processing of his or her personal data for one or more specific purposes. By choosing to use the Parent Portal you are giving your consent.

Article 6(1)(e) Public task on the basis of the council's obligation to provide information to parents and involve them in their child's education in line with the legislation outlined below:

- Education (Scotland) Act 1980
- Equality Act 2010
- Scottish Schools (Parental Involvement) Act 2006

And on the basis of the council's obligation to secure best value and power to advance wellbeing under the Local Government in Scotland Act 2003.

In respect of special category data:

Article 9(2)(g) processing is necessary for reasons of substantial public interest, on the basis of domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. The relevant Schedule 1 purposes are:

- Safeguarding of children and individuals at risk
- Equality of opportunity and treatment

What we will do with your information?

The information Parents Portal collects from you will be processed in the United Kingdom,

It is the responsibility of individual parents/carers to review the Terms & Conditions that are displayed on screen when they set up their parent/carer account.

Your information will be shared with the recipients or categories of recipients as detailed below:

What we will do with your information	
Who we will share with	Reason for Sharing
Information Service	The Scottish Government's Information Service operates Parents Portal and uses information held in SEEMiS to display information about you and your child.

You should also be aware that your data may be downloaded from Parents Portal by [School Name] or by the central education team and will be stored on council servers located within the United Kingdom. Your downloaded data may also be held as paper files which are stored securely in school. We will take all reasonable steps to ensure that your data is kept securely and more information on how we do this is provided on the Council website (www.argyll-bute.gov.uk) or can be provided in paper format on request to your School Support 01369 704000.

How long will Parents Portal keep your information?

Personal data will be held in Parents Portal for as long as it is needed for the particular purpose. Your account information will be retained for as long as you continue to have an account and will be deleted after 480 days of your account not being used. Information shared from SEEMiS will be retained only as long as the process requires it. For example, if you are completing the annual data check the data will be deleted once you log out of Parents Portal. Information you supply through Parents Portal will be retained there for as long as it takes to complete the requested process.

Data downloaded from Parents Portal by the school or central education team will be kept as detailed in the General Education Privacy Notice. More information on Argyll and Bute Council's retention schedule is provided on the Council website (www.argyll-bute.gov.uk) or can be provided in paper format on request to School Support 01369 704000.

Your Rights

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

- to withdraw consent at any time, where the legal basis specified above is consent. You can do this by deleting your Parent Portal account.
- to lodge a complaint with the Information Commissioner's Office
- to request access to your personal data
- to data portability, where the Legal basis specified above is i) consent or ii) performance of a contract
- to request rectification or erasure of your personal data, as so far as the legislation permits

If you would like this document in an alternative format, such as a hard copy, please contact [School Name] on [school phone number].

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.

Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights.

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