

## Education Children's University 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](mailto:data.protection@argyll-bute.gov.uk)

Argyll and Bute Council will use information provided by you when you registered for school to provide you with an opportunity to celebrate achievement through Children's University. This information is detailed in the Membership Form provided by the Children's University. Children's University is a charitable organisation which partners with schools to support children to find and take part in enjoyable learning at home, in school and within the community.

#### Why we need this information?

*Your information is being collected to help deliver an effective wider achievement programme and to support your learning, monitor and report on your progress, effort and achievement outwith a classroom environment.*

If you do not provide this information then your school will provide alternative means of recording this information. There are benefits to you and the school in using this software. We will not collect any personal data from you that aren't needed for delivery of those services.

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

**Article 6(1)(e) – Public Task** on the basis of the legal obligation placed on the Education Authority to track and monitor pupil progress and to raise attainment in terms of the undernoted legislation:

- \* Education (Scotland) Act 1980
- \* Education (Additional Support for Learning) (Scotland) Act 2009
- \* Scottish Schools (parental Involvement) Act 2006
- \* Standards in Scotland's Schools etc. Act 2000
- \* Children and Young People (Scotland) Act 2014

Children's University processes personal information on the basis that the data subject (child/parent/guardian) has given consent to the processing of his or her personal data for one or more specific purpose as required by CUS in terms of the CUS online membership application form. Their privacy notice can be viewed on their website.

#### What we will do with your information?

The information we collect from you will be processed by staff in the United Kingdom.

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
Parents/Carers	To involve them in your education
Children's University	To provide access to the Aspire system to allow you to record your wider achievement. Children's University will also use your data for analysis purposes to make improvements to the product and its offerings. No personal information will be shared; only anonymised information.

You should also be aware that your data will be stored on servers located within the United Kingdom. Correspondence is kept in email format for the current year plus 3 archived years. 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](http://www.argyll-bute.gov.uk)) or can be provided in paper format on request to Park Primary School (01631 563941).

#### How long will we keep your information?

We will usually keep your information for 5 years following your leaving date, after this period it will be destroyed under secure arrangements if it is no longer required for the lawful purpose(s) for which it was obtained. For children and young people who are currently or have been Looked After and Accommodated by a local authority, files will be kept indefinitely in line with the requirements and recommendations of the Scottish Child Abuse Inquiry (SCAI). More information on our retention schedule is provided on the Council website ([www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk)) or can be provided in paper format on request to School Support 01369 704000.

Personal data will be held in the Children's University system for as long as children are engaging with the service. Once an account is deleted the personal data associated will be deleted.

Child accounts are archived or deleted by CUS only. CUS will archive children's accounts after 6 months' inactivity. The account will be archived for no longer than 2 years. Parents/guardians can request for personal information to be deleted if the child is no longer participating in the programme. Schools will be responsible for ensuring that accounts for pupils no longer in their school are identified to CUS.

#### Automated Decision Making

*There are no automatic decision making used by Children's University or the Education Service in respect of this process.*

#### 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
- 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 Park Primary School (01631 563941).

#### **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](mailto: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](mailto:Scotland@ico.org.uk)