



From mountain to sea

## Privacy Notice - Home Educated, for Children and Young People who have previously attended an Aberdeenshire school

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

- To allow Senior Education Officers to discharge their duties under Standards in Scotland’s Schools etc. Act 2000 and Education (Scotland) Act 1980 in relation to Home Education.
- To provide the offer of a named person service to children and young people who are home-educated.
- To inform self-evaluation and improvement activity in relation to supporting home educating parents/carers.
- To inform families how to access services and facilities from other agencies that would generally be delivered via school.
- To maintain a record of children in Aberdeenshire who are known to be home educated

For those children and young people who are home educated and were previously enrolled in an Aberdeenshire School, Aberdeenshire Council will retain their education records and offer a named person service to the child and family.

Personal Data		Special Categories of personal data	
6.1(c) Processing is necessary for compliance with a legal obligation to which the controller is subject.	X	DPA(2018) Schedule 1, Part 2, 8: Equality of opportunity and treatment  9(2)(f) – Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity	x



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Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

If we did not collect or retain this information, we would not be able to meet our obligation or provide you with the services you and your child(ren) are entitled to, to fulfil the statutory duty of ensuring an efficient education as detailed in the Education (Scotland) Act 1980.

Your information will be shared with the following recipients or categories of recipient:

- SEEMiS

Information we collect and retain will be shared with the above to manage educational leavers records, to communicate with parents/guardians/carers and children for the purposes of progress monitoring, support learning, and to pass on other relevant advice.

- Police Scotland

Where it is necessary for the prevention/detection of crime/fraud; to protect vital interests or where required to do so to ensure compliance with a legal obligation/to fulfil statutory functions.

- National Fraud Initiative

Aberdeenshire Council is legally required to protect the public funds it administers. For this reason, your information may also be used to prevent and detect fraud.

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

**Not applicable**



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The retention period for the data is:

We will keep this information for a period of 5 years from the statutory 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.

The following automated decision-making, including profiling, will be undertaken:

**Not applicable**

Please note that you have the following rights:

- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;

to request rectification or erasure of your personal data, as so far as the legislation perm