



From mountain to sea

# Privacy Notice – School Counselling Service

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 support a referral to the school counselling service and help assess whether counselling may be appropriate for a child or young person
- To ensure that the counsellor is aware of key information about a child or young person which may have a bearing on the nature of their work with that child or young person
- To inform School Counselling Service self-evaluation and improvement activity
- To report on the impact of the School Counselling Service on the wellbeing of children and young people

Your information is being collected by Aberdeenshire Council

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Public Task – Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller	X	Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes	X



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

Where relevant and as appropriate:

Senior Management within the School Counselling Service  
Commissioned external professional practice supervisor  
Designated Child Protection Co-ordinator within the child or young person's school  
Children's Services Social Work  
Police Scotland  
Named Person or Lead Professional, with consent  
Professionals in other outside agencies involved in supporting the child or young person, with consent

Anonymised data may be collated and used to:

Share with an external provider who has been commissioned to provide a summary report on the impact of the School Counselling Service on the wellbeing of children and young people  
Provide information about how the School Counselling Service can be improved  
Share with Aberdeenshire Council for statistical and monitoring purposes  
Inform a response to a freedom of information request  
Provide data for reporting purposes to Scottish Government and national professional bodies as required.  
Enable completion of counsellor training

The retention period for the data is:

The records of children and young people who access the school counselling service are maintained until the child/young person reaches the age of 25. After this point they are confidentially destroyed.

Information about young people who access the telephone listening service which is operational during school closures due to the COVID-19 pandemic and during school holidays will be stored for 60 days after the telephone appointment takes place before being confidentially destroyed, unless safeguarding concerns have been identified during the appointment. In the event of safeguarding concerns being raised, Child Protection procedures will be followed, and the data collected will be confidentially maintained within the young person's records until the young person reaches the age of 25. After this point they are confidentially destroyed.

Recording and transcribing a counselling session for training purposes, with written consent from a young person aged 16 or over. The anonymised transcript will be shared with the training provider. The recording for the transcript will be deleted on successful completion of the training assignment and within 6 months of the date of recording.



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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 object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to request rectification or erasure of your personal data, as so far as the legislation permits.