



From mountain to sea

Privacy Notice – Getting It Right For Every Child

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

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

To fulfil Aberdeenshire Council's statutory duties under the Education (Additional Support for Learning) (Scotland) Act 2004 as amended, in relation to a GIRFEC Multi Agency Request Form:

- Information gathering for establishing additional support needs
- Information gathering for assessing and planning for additional support needs

To fulfil Aberdeenshire Council's statutory duties under the Equality Act 2010 in relation to a GIRFEC Multi Agency Request Form:

- Information gathering for establishing a disability as defined under the Equality Act 2010
- Information gathering for ensuring reasonable adjustments are made to ensure that a substantial disadvantage in learning and development is not experienced.

To fulfil Aberdeenshire Council's statutory duties under the Children and Young People (Scotland) Act 2014 in relation to a GIRFEC Multi Agency Request Form:

- Information gathering for assessing wellbeing needs and identifying what, if any targeted interventions are required within a Child's Plan, as appropriate

Your information is:

Being collected by Aberdeenshire Council

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Legal Obligations	✓	Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or	✓



From mountain to sea

		treatment, or the management of health or social care systems	
--	--	--	--

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:

<p>The Council will not be able to decide whether the young person has additional support needs and, if so, what these are, or how best to continue to meet any such needs identified.</p> <p>The Council will not be able to decide whether the young person has a disability as defined under the Equality Act 2010, and if so what the disability is, or how to ensure reasonable adjustments are made to ensure no substantial disadvantage in learning and development is experienced.</p> <p>The Council will not be able to decide whether the young person has wellbeing needs and, if so, identify what, if any targeted interventions are required within a Child's Plan, as appropriate.</p>

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

N/A

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

N/A



From mountain to sea

The retention period for the data is:

The discontinued Pupil Progress Records, Pupil Records and Additional Support Needs records must be preserved for a period of 5 years by the Council from the date of the young person leaving school education. At the end of the 5 year period the Pupil Progress Records, Pupil Records and Additional Support Needs records held by the Council must also be destroyed and you will be notified that this has happened as soon as reasonably practicable. It may be that after 5 years your whereabouts are not known. If that is the case, the Council will take reasonable steps to obtain contact details.

Discontinued Educational Psychology Files must be retained up until the date of the last action or when the young person reaches 25 years of age (whichever is later). On this date, the Educational Psychology Files held by the Council must also be destroyed and you will be notified that this has happened as soon as reasonably practicable. It may be that at that time your whereabouts are not known. If that is the case, the Council will take reasonable steps to obtain contact details.

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

N/A

Please note that you 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 (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 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.