



From mountain to sea

# Privacy Notice – Educational Psychology 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 the assessment of the child/young person’s additional support needs and contribute to an intervention support plan
- To support school staff training and development work
- To inform Educational Psychology Service self-evaluation and improvements.

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 6(1)(e) – 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

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



## From mountain to sea

*Please list recipients or categories of recipient here or state "Not applicable"*

Other Educational Psychology staff as appropriate

Relevant staff in Playgroups, Nurseries, Schools, College or University as appropriate and with consent

Professionals in other outside agencies associated with the child/young person ie Speech and Language Therapist, Occupational Therapists, Mobility Specialists etc as appropriate and with consent

Aberdeenshire council for statistical purposes

If required to share data as part of a freedom of information request

Provide data for statistical purposes to Scottish Government and national professional bodies as required.

External specialist supervisor as appropriate and with consent (eg: University Tutor of Trainee Educational Psychologist, Accreditation Supervisor for Video Interaction Guidance)

The retention period for the data is:

*Please state the retention period(s)*

Records are maintained until the child/young person reaches the age of 25. After this point they are confidentially destroyed.

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.