

Stirling Council

Privacy Notice

Find out how Stirling Council uses personal data by checking the Council's website at the following address:

<https://www.stirling.gov.uk/council-democracy/access-to-information/data-protection/>

Our website contains a Register of Data Processing which lists all the different ways in which the Council uses personal data.

This Privacy Notice provides more information about just one of those processes.

Title of Process	SEEMiS
Why does the Council process personal data?	<p>Information will be held on SEEMiS for the purposes of processing and managing pupil, pupil contact and staff data.</p> <p>We will process personal information belonging to you, or to a child for whom you have parental responsibility, in order to manage education provision, attainment and attendance at school.</p>
What personal data is used?	<p>This includes:</p> <ul style="list-style-type: none"> • Pupil enrolment, registration and attendance/exclusion management at education establishments and partner provider nurseries • Timetabling of school classes and activities • Recording of identified additional support needs to support your child's education and input required • Monitoring and recording of school achievement and progress. This includes teacher assessment • Emergency contact information for your child • General school administrative and communication purposes • Medical information, including conditions and medication • Personal data relating to special categories, such as ethnic group and religion
What makes it lawful for the Council to	<p>We have a duty to record and manage student information in order to ensure the adequate provision of school education as per our legal obligation under the</p>

process this personal data?

Education (Scotland) Act 1980. Recording and managing student information will enable us to deliver a balanced and broadly based curriculum, which promotes moral, cultural, mental and physical development of pupils.

The legal bases for processing are as follows, under the General Data Protection Regulation;

- Article 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- Article 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;

For special category data, we would advise that the lawful bases will depend on the particular facts and circumstances of each individual data subject. However, those that are most likely to be relied upon;

- Article 9(2)(g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
In addition, the most likely substantial public interest condition from Part 2 of Schedule 1 of the Data Protection Act 2018 that would be relied upon would be 6. Statutory and government purposes or 18. Safeguarding of children and of individuals at risk
- Article 9(2)(i) processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;
In addition, the most likely associated condition from Part 1 of Schedule 1 of the Data Protection Act 2018 that would be relied upon would be 2.

	Health or social care purposes or 4. Research etc.
Where does the Council obtain personal data from?	<p>Information is collected using a variety of different methods, including when you complete one of our forms (such as a registration form for nursery and primary school), an annual data check form from school, when you call, write, email or meet with us. We may also obtain information about you from other council services.</p> <p>Where we receive pupil concern reports, the information we receive is provided by Police Scotland.</p> <p>Previous pupil record Information and information relating to pupils missing from education may come from other local authorities.</p> <p>This list is not exhaustive and we may on occasion receive information from other sources not listed above, for example other pupils, parents or members of the public.</p>
Where does the Council keep personal data?	SEEMiS
How long does the Council keep personal data?	Information held on Council systems will be deleted in line with the Council's Records Retention Schedule. SEEMiS currently does not have the facility to delete records although this is going to be addressed in the next version of SEEMiS.
Who does the Council share personal data with?	<p>Personal information recorded on SEEMiS may be shared with third parties.</p> <p>The Scottish Government and partnership organisations in order to monitor and improve education across Scotland and to fulfil statutory obligations, including census collections, statistical surveys and national standardised assessment.</p> <p>Education Scotland for providing a digital supported learning environment (Glow) and to support quality and improvement in Scottish education. This includes including independent assessment of how your child's school is developing your child's skills and understanding in literacy, numeracy, health and wellbeing and to comply with legislation</p>

	<p>Skills Development Scotland to support the delivery of 16+ Learning Choices or similar government policies</p> <p>Other Scottish local authorities when your child moves to a school in another local authority or with School to School Coordinators to ensure that children are not missing from Education</p> <p>The Scottish Qualification Agency for qualification accreditation and supporting your child in achieving a positive destination after completing secondary education</p> <p>Partner photography companies (e.g. Tempest Photography) for identification purposes and optional parental purchase of your child's individual or class photographs</p> <p>The Electoral Registration Officer for electoral registration purposes</p> <p>The NHS for public health assessment e.g. dental programmes and reporting on school vaccination programmes</p> <p>Third Party partner providers for the purpose of communication with named contacts about your child e.g. Groupcall for SMS texting To verify and provide parental access to online systems such as online payments e.g. 'Parent pay', booking systems for school parent evening meetings e.g. 'Parents Evening Booking System' & 'Parent Evening System To provide access to school services such as cashless catering and dietary needs e.g. 'Impact' Active Stirling for participation in school fitness and sport activities Scholar who provide education resources and a virtual support network Work placement and partner employers to fulfil duty of care obligations We may also share information if it's necessary for us to do so in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.</p> <p>The Council may check information provided by you, or information about you provided by a third party, with other information held by us.</p>
--	---

Who do I contact about my personal data?

The Council has a Data Protection Officer to make sure it is complying with data protection laws.

They can be contacted at:
Data Protection Officer, Stirling Council, Teith House,
Kerse Road, Stirling FK7 7QA
Email: dataprotection@stirling.gov.uk
Telephone: 01786 404040