

## **PRIVACY NOTICE**

### **Parental Involvement and Engagement Census**

#### **How we use your information**

The Council has obligations under the Scottish Schools (Parental Involvement) Act 2006 and the National Action Plan on Parental Engagement to promote parent and carer involvement in their child's education. To fulfil these obligations, we are asking you to complete a survey about how you feel about your involvement and engagement with the education of your children and young people. This information is being collected in order to:

- plan and deliver better policies for the benefit of all pupils.
- better understand some of the factors which influence pupil attainment and achievement.
- share good practice.
- target resources better.

The types of personal data that we collect and process for this census are: age, gender, ethnicity and postcode, as well as the name of school attended by the pupil. We do not collect names of individuals.

The information will be collected from you using SmartSurvey, which is a UK based provider of digital survey solutions. The survey is voluntary, you do not have to complete the survey or provide information to us. You can also decide to that you no longer wish to do the survey after you have started. However, progress through the survey is automatically saved after each page, therefore responses provided will be saved and submitted on your behalf, even if you do not complete the survey.

#### **Our legal basis**

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council's basis in data protection law to be Article 6(1)(e) of the United Kingdom General Data Protection Regulation (UK GDPR) because your personal information is necessary to the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.

Personal data that counts as 'special category data', such as health, ethnicity and religion, must satisfy extra conditions when processed. We understand that our legal basis in data protection law for processing this special category data to be Article 9(2)(g) of the UK GDPR, with reference to Schedule 1, Part 2, Paragraph 8 of the Data Protection Act 2018, processing of sensitive personal data including ethnicity is required to assess the equality of opportunity or treatment.

#### **Who we share your information with**

Your information will be shared with Scottish Government for analytical, statistical and research purposes. Scottish Government may allow third parties, such as charities or researchers, access to this data.

More information on how the Scottish Government will use this information can be found here:

<https://www.gov.scot/publications/parental-involvement-and-engagement-census/>

This personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date, which improves the standard of the services we deliver. It may also be shared with other relevant Council departments where applicable.

The Council may also share personal data with other relevant Council departments and third parties, where we are under a legal obligation to do so. For example this may be with Police, UK Border Agency or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council departments and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

## **How long the information is held for**

Your personal data will be held by Moray Council for a pre-determined length of time. You can find all the information about how long we retain personal data for on our website:

[http://www.moray.gov.uk/moray\\_standard/page\\_92820.html](http://www.moray.gov.uk/moray_standard/page_92820.html) (found on the Moray Council website under Section 5 of the Records Management Plan)

## **Your rights**

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data. For more information about these rights please contact the Council's Data Protection Officer at [dataprotection@moray.gov.uk](mailto:dataprotection@moray.gov.uk)

As so far as the legislation permits, you also have the right to request the deletion of your data and to object to the processing.

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

### Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Email: [casework@ico.gov.uk](mailto:casework@ico.gov.uk)

Website: [www.ico.org.uk](http://www.ico.org.uk)