

# Carradale Parental Engagement Privacy Notice

## Why do we need this information?

Carradale Primary School and ELC need this information about your views to support the development of our Parental Engagement Strategy.

*We hope to:*

- plan and deliver better policies for the benefit of all pupils and their families
- improve our approaches to parental engagement
- better understand some of the factors which influence parental involvement and engagement
- share good practice

You do not have to respond to this survey. If you choose to respond you will see that we will not be collecting any data that reveals the identity of yourself or your child. Please do not enter any personal information into free text fields.

The legal bases for collecting your information in these circumstances are:

### Legal Obligation:

- Performance of a task carried out for reasons of public interest
- Scottish Schools (Parental Involvement) Act 2006

## What we will do with your information?

Your information will be processed by staff in Carradale Primary School and ELC and may be shared with the recipients or categories of recipients as detailed below:

Who we will share with	Reason for Sharing
Central Education Staff	
School/ELC Staff and Parent Council	To support pupils, parents and our school in moving forward.
SurveyMonkey	This is the system you will use to enter your responses to the survey. They are GDPR compliant, more details can be found on their website.

Your data will be processed by a designated member of staff (Mrs E Cairns) and appropriate mechanisms, such as a password, will be used to protect the original dataset from unauthorised access. No information will be shared publicly at any time.

## How long will we keep your information and where will it be stored?

We will keep the original dataset for no longer than a year after the survey close date, after this period it will be destroyed under secure arrangements. We can hold anonymised data (data that does not identify an individual) for as long as it is required. Once data has been extracted from Survey Monkey, it will be deleted in this format and will be stored on the personal accounts of the management staff laptops.

## Your Rights

When you provide information to the Council, you will 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
- to request access to your personal data
- 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

If you would like this document in an alternative format, such as a hard copy, please contact Emma Cairns, Val Willis or Jennifer Conley on 01583 431244.