

**Customer Services: Education
Seesaw Privacy Notice
Your Personal Data**

What information do we need?

Argyll and Bute Council will act as the 'Data Controller' in regard to the personal data you provide to us. The Data Protection Officer can be contacted at the Council's headquarters is at Kilmory, Lochgilphead PA31 8RT. The email address is: data.protection@argyll-bute.gov.uk

Castlehill Primary School has made a decision to use a company called Seesaw to provide you with Education services. This means that personal information about you that you have previously provided in order to receive Education will be shared with this company. This information is contained in the General Education Privacy Notice which can be found on the Council website at <https://www.argyll-bute.gov.uk/data-protection#privacy>. The personal data will include your first name and initial of surname (where needed to distinguish between pupils with the same forename) and the work you choose to upload which may contain photos.

Why do Seesaw need this information?

Your information is being collected to help support your learning, monitor and report on your progress within school and to your parent/carer by using a computer system operated by the company Seesaw.

There are enhanced benefits to the pupil, parents/carers and the school in using this tool.

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

Legal Obligation:

- Education (Scotland) Act 1980
- Education (Additional Support for Learning) (Scotland) Act 2009
- Scottish Schools (Parental Involvement) Act 2006
- Standards in Scotland's Schools etc. Act 2000
- Children and Young People (Scotland) Act 2014

What we will do with your information?

The information Seesaw collects from you will be processed in the United States of America. Although America is not subject to the same data protection laws as in the UK, Argyll and Bute Council has followed nationally agreed procedure to ensure Seesaw provide an adequate level of protection in accordance with UK data protection laws.

Your information will be shared with the recipients or categories of recipients as detailed below:

What we will do with your information	
Who we will share with	Reason for Sharing
Seesaw and their associated subprocessors	Seesaw uses a small number of third party subprocessors – these are other companies that provide software services that help them do business. These companies help them do things like manage their data centres to make sure Seesaw is reliable and fast or provide software that powers their customer support. These companies can be viewed at https://help.seesaw.me/hc/en-us/articles/360002362152-Who-are-Seesaw-s-subprocessors-

Parents/carers	To involve them in your education
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You should also be aware that your data may be downloaded from Seesaw by Castlehill Primary School and will be stored on school servers located within the United Kingdom. Your downloaded data may also be held as paper files which are stored securely in school. We will take all reasonable steps to ensure that your data is kept securely and more information on how we do this is provided on the Council website (www.argyll-bute.gov.uk) or can be provided in paper format on request to your School Support 01369 704000.

How long will Seesaw keep your information?

Personal data will be held in Seesaw for as long as the pupil is using the service. Once an account is deleted, or deemed inactive (not accessed for a period of more than a year), the personal data associated will be deleted within 60 days. Schools will delete pupil records when they leave the school. Data is also deleted after 60 days when the classes are archived at the end of the school session. Accounts and its associated personal data can be deleted upon request.

Data downloaded from Seesaw by the school will be kept as detailed in the General Education Privacy Notice. More information on Argyll and Bute Council's retention schedule is provided on the Council website (www.argyll-bute.gov.uk) or can be provided in paper format on request to School Support 01369 704000.

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 the school office on 01586553446

You can find out more about your rights in relation to data protection here: www.argyll-bute.gov.uk/data-protection or from the Data Protection Officer by telephone or in writing, as detailed above.

Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights.

Information Commissioner's Office

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

Telephone: 0303 123 1113 Email: casework@ico.org.uk

The Information Commissioner's Office – Scotland

45 Melville Street, Edinburgh, EH3 7HL

Telephone: 0303 123 1115 Email: Scotland@ico.org.uk