

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

Argyll and Bute Council require information to provide you with Education services. This information is detailed in the registration form for nursery or school. For the purposes of this specific service using ClickView Online Resource through Education Scotland's Glow, the personal data we require includes *your Glow username (which is comprised of your forename and surname).*

Why we need this information?

Your information is being processed to offer a suite of resources and programmes of learning in order to further your skills and experiences and to support your ongoing participation in education.

The legal basis for collecting your information in these circumstances is:

Article 6(1)(c) - the processing is necessary for compliance with a legal obligation to which the data controller is subject as outlined below:

- *Education (Scotland) Act 1980*
- *Education (Additional Support for Learning) (Scotland) Act 2009*
- *Equality Act 2010*
- *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 majority of the information we collect from you will be processed by staff in the United Kingdom. There may be times when data is processed outwith the European Union and although they may not be subject to the same data protection laws as in the UK, we will take steps to make sure they 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
ClickView	To allow access to Education resources through the secure Education Scotland Glow platform

You should also be aware that your data will be stored on servers located within the United Kingdom and some data may be processed outside the European Union. Your data will also be held as paper files which are stored securely. Correspondence is kept in email format for the current year plus 3 archived years. 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 we keep your information?

Clickview store personal data for as long as Education engage with the Platform and for a period of up to 12 month afterwards based on their document retention obligations imposed by law and to comply with audit and financial obligations. After this period it will be destroyed under secure arrangements if it is no longer required for the lawful purpose(s) for which it was obtained. More information on our 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.

Automated Decision Making

No automated decision making will be undertaken.

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 School Support on 01369 704000.

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, 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