**Customer Services: Education**

**Argyll College UHI Primary STEM sessions 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

Carradale Primary School and ELC has made a decision to work with Argyll College UHI 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 the college. 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, surname, gender, school and date of birth.

Why do Argyll College need this information?

Your information is being shared to enable Argyll College UHI to provide educational workshops in schools.

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

Article 6(1)(e ) – Public Task on the basis of the legal obligation placed on the Education Authority to provide education in terms of the undernoted legislation:

• Education (Scotland) Act 1980

• Children and Young People (Scotland) Act 2014

What we will do with your information?

The information Argyll College UHI collects from you will be processed in the UK and backed up in the UK.

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** |
| Argyll College UHI  | Argyll College are funded by the Scottish Funding Council to provide workshops in primary schools. To access this funding the SFC require Argyll College UHI to supply information about the children taking part. |

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](http://www.argyll-bute.gov.uk)) or can be provided in paper format on request to your School Support 01369 704000.

How long will Argyll College UHI keep your information?

Argyll College UHI will act as Data Controller in respect of the information shared. Their retention schedule can be requested by contacting sro@uhi.ac.uk

More information on Argyll and Bute Council’s retention schedule is provided on the Council website ([www.argyll-bute.gov.uk](http://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 Carradale Primary School and ELC on 01583-431244.

You can find out more about your rights in relation to data protection here: [www.argyll-bute.gov.uk/data-protection](http://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