



Why are we asking for your information?

Moray Council collects personal data and information about your child's circumstances in this Child's Plan. It is collected and processed in order to provide support for your child. The Council is considered the 'data controller' as it decides how your data is used.

The Council will only share information (other than in child protection situations) in order to access support from one or more partners agreed with you. The partners you have agreed to share information with are listed on page 2 of the Child's Plan. If you have agreed to share information with a partner then that partner may also share any personal information they already hold about you with the Council, as is relevant and proportionate to the requirements of the Child's Plan. Depending on what information the partner already has this may include things like relevant health details, family history details and other relevant information that partner has already gathered from you.

Moray Council is the Data Controller for this information about you. Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in law. The Council understands our legal basis for processing personal data in relation to a Child's Plan as Article (6)(1)(e) of the General Data Protection Regulation. This is part of our public task under the Education (Scotland) Act 2018, Education (Additional Support for Learning) (Scotland) Act 2009 and the Children and Young people (Scotland) Act 2014. In carrying out this function the Council is also likely to process special categories of personal data, for example, information about your health. The Council understands our legal basis for doing so as Article 9(2)(h) of the General Data Protection Regulation, because processing is necessary for providing health and social care treatment.

The information held in the Child's Plan helps the Council to assess, plan, coordinate and quality assure the supports available to your child. The Council does not use an automated process for making decisions about your child or the services required; decisions are made with you.

Your 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 data for in our retention schedules, available on our webpage:

http://www.moray.gov.uk/moray_standard/page_92820.html

The council may keep a formal anonymised record of the Child's Plan for the purposes of auditing service provision and quality assurance.



Your Data, Your Rights

You've got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, for your data to be updated and/or corrected, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email at info@moray.gov.uk or 01343 562633.

You also have the right to make a complaint to the Information Commissioner's Office, (www.ico.org.uk). They are the body responsible for making sure organisations like the Council handle your data lawfully.