

PRIVACY STATEMENT

We have a legal responsibility to deliver an effective educational programme to our students. In order to do this, we need to collect personal data about our students/children and their families so that we can help them learn and keep them safe.

The type of personal data we will collect include:-

- **Data about our students/children and their families**

This will include the name, address, and contact details of the student/child and relevant family members. It will also include information about relevant medical conditions, any additional supports which are needed, and their family situation. We need this information to ensure we know our students/children and their families, and to ensure we are able to educate them appropriately and keep them safe.

We will also collect personal data relating to personal characteristics, such as ethnic group to enable statistics to be reported. We need this information so the Council can ensure it is delivering education appropriately to all its citizens.

- **Data about students/children at school/within ELC setting**

This will include data about progress, assessments, and exam results. It will also include records of attendance, absence, and any exclusions. We need this information to understand how our students/children are progressing, and to assess how we can help them to achieve their best.

- **Data about when and where they go after they leave us**

This will include information about their next setting/school, career paths or intended destinations. We need this information to ensure we support our students/children in all their transitions and do all that we can to help their future be a success.

There will be times where we also receive information about them from other organisations, such as a student's previous school, the previous local authority where that school or ELC setting was based, NHS Grampian, Police Scotland, Social Work, Additional Support Services, and sometimes other organisations or groups connected to a student's education.

We use this data similarly to the above: to support our students' learning, monitor and report on their progress, provide appropriate pastoral care; and assess the quality of our services.

When we collect and use personal data within school/ELC setting, and for the reasons detailed above, we will normally be acting in accordance with our public task. Occasionally we are also required to process personal data because the law requires us to do so, or because it is necessary to protect someone's life.

We will also take photographs in school/ELC setting and display them on our walls, and in newsletters and other communications. We do this in order to celebrate and share what we have done, including individual achievements and successes. We consider this use of images to be part of our public task as it helps us build an effective community which supports learning. We will not, however, publish these photographs on social media or in newspapers without permission. Consent can be withdrawn at any time, please just let us know.

Sometimes we need to share student information with other organisations. We are required, by law, to pass certain information about our students to the Scottish Government and the Council. This data is for statistical purposes and will normally be anonymised. It is normally required to enable the Council, and the Government, to understand how education is being delivered and to help them plan for future provision.

If a student/child moves schools/ELC settings, we have a legal obligation to pass on information to their new school/education authority about their education.

When we record and use personal data, we will only collect and use what we need. We will keep it securely, and it will only be accessed by those that need to. We will not keep personal data for longer than is necessary and follow the Council's Record Retention Schedule and archival procedures when records are identified to be of historical value and require to be retained in the Moray Council Archives. For more information on how the Council uses personal data, and to know more about your information rights including who to contact if you have a concern, see the Moray Council's Information Management webpages.

- **Sharing personal data to support Wellbeing**

In addition to the above, the school has a legal duty to promote, support and safeguard the wellbeing of children in our care.

Wellbeing concerns can cover a range of issues depending on the needs of the child.

Staff members are trained to identify when children and families can be supported and records are kept when it is thought that a child could benefit from help available in the school/ELC setting, community or another professional. You can expect that we will tell you if we are concerned about your child's wellbeing and talk to you about what supports might help in the circumstances. Supports are optional and you will not be required to take them up.

If it would be helpful to share information with someone else, we will discuss this with you and seek your consent before we share it so that you know what is happening and why. The only time we will not seek consent to share information with another organisation is if we believe that a child may be at risk of harm. In these situations, we have a duty to protect children, which means we do not need consent. On these occasions, we will normally tell you that information is being shared, with whom, and why – unless we believe that doing so may put the child at risk of harm.

We will not give information about our students to anyone without your consent unless the law and our policies allow us to do so.

DATA PROTECTION

Information on pupils and parents/carers is stored securely on a computer system. The information gathered is subject to the terms of the Data Protection Act 2018.

The information may be used for teaching, registration, assessment, and other administrative duties. The information is shared with Moray Council for administrative and statistical purposes. Extracts of the information are shared with a range of partners such as Skills Development Scotland, the Scottish Qualifications Authority, and the NHS (for the dental and child health immunisation programmes). Information is also shared with The Scottish Government for statistical and research purposes, although individual children are not identified.

The Data Protection Act ensures that information is collected fairly and lawfully, is accurate, adequate, up to date, not held for longer than necessary, and may only be disclosed in accordance with the Codes of Practice.

More information is available on the Moray Council Internet site at:
http://www.moray.gov.uk/moray_standard/page_75569.html

Dear Parent/Carer,

Internet and E-mail Parent Permission Form – Student Return

As a school user of the Internet and E-mail, I agree to comply with the school rules and The Moray Council Guidelines on its use. I am aware that the Internet and E-mail are both filtered and reports can be made of my use of these services. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Name of Student: _____ Date: _____

Student Signature: _____ Date: _____

Register Class: _____

Internet and E-mail Parent Permission Form – Parent/Carer Return

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to use electronic mail and the Internet in accordance with The Moray Council Guidelines on their use.

Parent/Carer
Signature: _____ Date: _____

Name of Student: _____ Date: _____

Register Class: _____

PLEASE SIGN/DATE AND RETURN TO THE SCHOOL OFFICE

**STUDENT SAFETY
PARENTAL/CARER CONSENT
PHOTOGRAPHS (PUBLICATIONS AND SOCIAL MEDIA) AND FIELD/SCHOOL TRIPS**

Press, Website, Social Media, Photographs, Media filing and Recording in school:- As you will be aware, opportunities arise from time to time for the press, television, and radio to record and celebrate events throughout educational establishments. Photographs of students could also appear on both/either the school website or school Facebook and Twitter accounts (**please note that we will assume that we have your consent to publish through these routes unless you specifically OPT-OUT by noting it on the tear-off slip below**). The school is required to seek your consent for your child to be filmed, photographed, or recorded by any media organisation which may use the material in a way which associates your child with this school. Please circle "YES" to give permission for your child to be filmed, photographed, or recorded by any media organisation. If you circle "NO" your child's name will be added to a confidential list of students who cannot appear in any press photographs etc.

Out of School Curricular Activities:- During each session, your child may take part in occasional out of school curricular activities. These activities are routine and are part of the course(s) being followed by your child. In all circumstances, students are thoroughly briefed by staff on the nature, location, and duration of the activity. In order that your child can take part in these activities, we need your consent for them to be out of school. Please circle "YES" to give your consent to your child taking part in these routine activities. If you circle "NO" your child's name will be put on a list of students who will be withdrawn from the class when it is to be involved in any out of school activities. All Health and Safety factors are taken into account and students will always be accompanied by a Teacher and/or Pupil Support Assistants.

Please note that for any non-routine course, trip, activity, or excursion you will receive full relevant details and a consent form for the specific event.

PARENTAL/CARER CONSENT

Please return this form to the school office.

<p>I give my permission for my child to be included in any newspaper pictures, on TV, on the school website, on the school Facebook/ Twitter pages etc.</p>	<p>YES / NO</p>
<p>I give my permission for my child to leave the school grounds when accompanied by a Teacher and/or Pupil Support Assistant when necessary for schoolwork.</p>	<p>YES / NO</p>
<p>I wish to OPT-OUT and therefore <u>DO NOT</u> give my consent for the school to publish my child's image in any school documents and/or social media site. SCHOOL ADMIN: REMOVE PERMISSION AND NOTIFY STAFF</p>	<p>Initial: _____ Date: _____</p>

Student Name: _____ **Class:** _____

Signed: _____ *(Parent/Carer)*

Date: _____