



CHILD FRIENDLY PRIVACY NOTICE

School Questionnaires & QDP Services

Introduction

This is our Privacy Notice about School questionnaires and QDP Services. A Privacy Notice tells you how we use personal information, so you know what happens with it when you give it to us.

Who we are

We are Moray Council, and we offer lots of services to people who live in Moray. We help your school to function, make sure you have a local library service and provide care for people who need it.

What we do with your personal information

Personal data, or personal information, is information that can identify you, like your name, address or email address.

Some types of information we need to be extra careful with. This is known as 'special category personal data'. This could be something like information about your health, or what religion you are.

Why we are collecting your personal information

You are being asked if you would like to answer set questions to share what you think about your school. Questions may also ask for your name; age and pupil record. If you choose to take part then your answers will be shared with a company called QDP Services. QDP Services will be able to look at all the answers from all the questions to produce useful reports for your school.

The Law

We always make sure we follow legal rules when we use your information. In this case, we can only collect and share your information, if you want to complete the questionnaires.

You don't have to answer the questions if you don't want to.

Some of the questions may ask for extra personal information, like about your health – this type of information is called 'special category data'. If you choose to take part, then there will be an extra explanation and tick box at the start of the questions. You do not have to tick the box, if you don't want to answer those questions.

Who we share your information with

Your school will send you a link to a website, where the questions are held. This website is run by QDP Services, who will then study all the answers to help your school.

Sometimes in order to do our work, we have to share your personal data with other services in the Council, or with your school, or family or with the police or fire service. We are careful about how we do this and always follow the rules. There is a longer list of who we may share your information with on our Privacy Notice for Adults, you'll also find this at the start of the questions.

How long we keep your information

We only keep it for as long as we need it. Sometimes this might be years. We have a page on our website that tells you how long we keep different types of information: [available here](#)

We keep information in the UK.

Your rights

You have special rights about what we can do with your information. One of these is the right to know what we do with it, that's what this notice is for.

You also have the right to ask us what information we have about you, if we could stop using it, and, if we could delete it. You can ask us to correct your information if it's wrong.

If you decide you want to answer the questions you have the right to change your mind at any point; either stop filling in questions or let a teacher or parent know you've changed your mind.

If you want to ask about your rights, or make sure that we're following the rules, you can ask the Council's Data Protection Officer by sending an email to: dataprotection@moray.gov.uk

There's an organisation called the Information Commissioner's Office. It's their job to make sure that everybody, including the Council, follows the rules and your personal information is properly looked after. You can phone them, write to them or contact them on their website.

Information Commissioner's Office

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

Telephone: 0303 123 1113 Website: <https://ico.org.uk/>