



CHILD FRIENDLY PRIVACY NOTICE

Early Years STEM Questionnaires

Introduction

This is our Privacy Notice about Early Years STEM questionnaires. 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 Science Technology Engineering and Mathematics (STEM). Questions we will ask you about: the name of your school; what school year you are in; what activities you like; topics you like learning about and what you think about STEM. You may choose to answer whether you are a boy or a girl, this can help us focus future resources or projects.

The Law

We always make sure we follow legal rules when we use your information. We have made this questionnaire to help us meet our duties under our public task, as an Education Authority. This includes supporting delivery of the key priorities listed in the Scottish Government's National Improvement Framework and Improvement Plan, as well as the delivery of the Scottish Government's STEM strategy to improve education and training in STEM within Scotland's schools.

Who we share your information with

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. We may also pass these answers to Scottish Government or someone else to help us study the answers. 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 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/>