

Privacy Notice: Education

Who will process your personal information?

The personal information provided will be used by East Dunbartonshire Council under the provisions of the General Data Protection Regulation (GDPR).

What will your personal information be used for?

The personal information provided will be used by the Council to allow you/your child to come on excursions.

The information provided here is necessary so that the pupil can attend. If you do not provide us with the personal information we have asked for then the pupil will not be able to come on excursions.

What is the Council's lawful basis for using your personal information?

The Council has a legal obligation to provide facilities for social, cultural, recreational activities, physical education and training. One of the ways the Council may meet this is duty to organise trips, excursions and other activities.

Providing pupil's with the option to come on school excursions is one of the Council's public tasks. This public task is set out under the:-

- Education (Scotland) Act 1980

In order to provide the trip/ excursion/activity the personal information must be shared with the provider of the trip.

How long will your personal information be held for?

East Dunbartonshire Council uses the Scottish Council on Archives Records Retention Schedules to manage the length of time the Council keeps information. Further information on these can be found here. <http://www.scottisharchives.org.uk/scarrs>

The information you have provided is classed as:-

- 10.005.007 Out of schools project. Retention 7 years
- 10.005.008 Outdoor education. Retention 7 years

Full details about the retention schedules for education can be accessed here: <http://scottisharchives.org.uk/scarrs/schedule>

Your rights over the personal information being held by the Council to answer your request for information.

- Right of Access

Individuals have the right to access the personal information the Council holds about them. This right is called a Subject Access Request, often referred to as a SAR.

Individuals can receive a copy of the personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council uses computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here. <https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request>

- Right to rectification

Individuals have the right to request the Council correct any information held about them that is inaccurate.

- Right to erasure

Individuals have the right to request that the Council delete the personal information about them. This right is known as the right to be forgotten.

- Right to restrict processing

Individuals have the right to request that the Council stops using the personal information, while retaining a copy of it.

- Right to object

You have the right to object to the Council's use of the personal data. The Council will have to demonstrate to you why it is appropriate to continue to use the personal data.

Details on how to complain to the ICO

We aim to directly resolve all complaints about how we handle personal information. However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

Details on
how to
contact the
Council's
Data
Protection
Officer

Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer.

Karen Donnelly
Data Protection Officer
East Dunbartonshire Council
12 Strathkelvin Place
Kirkintilloch
G66 1TJ
Tel: 0300 123 4510
dpo@eastdunbarton.gov.uk