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Your Ref.  
Contact 03000 200 291  
Email [ECSEnquiries@aberdeencity.gov.uk](mailto:ECSEnquiries@aberdeencity.gov.uk)  
Direct Dial  
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18<sup>th</sup> May 2018

Integrated Children's and Family Services  
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Dear Parent/Carer,

## GDPR and your data

The new General Data Protection Regulation comes into force on Friday 25<sup>th</sup> May, 2018. This change to the law gives parents/carers and young people greater control regarding how their personal data is used.

Aberdeen City Council is committed to full compliance with these regulations. From 25<sup>th</sup> May, when you are asked for information by Education Services, we will tell you why we are collecting the information, how long we will hold it and the legal basis for gathering this information. A privacy notice relating to the information we currently hold about you and your child is provided below.

## The information we collect from you

Aberdeen City Council (ACC) collects personal data and information about your child in order to provide your child with a school education.

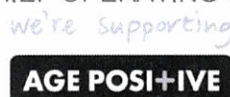
ACC will normally only share information (other than in child protection situations) in order to provide services for your child as part of his/her school education. We collect special category data about your child and process this because it is in the substantial public interest.

We have an agreement with Police Scotland, NHS Grampian, Moray Council and Aberdeenshire Council which governs how we share data with these partners. ACC's partner agencies can be found on our Education Web Site at <https://www.abernet.org/sharing-information/> with further details of the information that we share with each partner.

The information held by ACC is used to assess, plan, coordinate, deliver and quality assure the education services 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.

We will keep this information for a period of 5 years from the maximum school leaving age of your child, as required to by The Pupils' Educational Records (Scotland) Regulations 2003, unless we have a legal responsibility to keep the information for a longer period of time.

ROB POLKINGHORNE  
CHIEF OPERATING OFFICER



ACC will keep anonymised data beyond this period 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, inaccurate data to be update/amended, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email [DataProtectionOfficer@aberdeencity.gov.uk](mailto:DataProtectionOfficer@aberdeencity.gov.uk) or in writing at: The Data Protection Officer, Legal and Democratic Services, Level 1 South, Marischal College Aberdeen, AB10 1AU.

More information about all of the rights you have is available on our website at: <https://www.aberdeencity.gov.uk/your-data>.

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

## **Legal Basis for Processing**

The Council, as an Education Authority, is legally required to deliver an education to your child under the terms of the Education (Scotland) Act 1980 as amended.

Yours sincerely

A handwritten signature in black ink that reads "Eleanor Sheppard". The signature is written in a cursive style with a large, looped 'E' and 'S'.

Eleanor Sheppard  
Interim Head of Education & Inclusion