CHILD FRIENDLY PRIVACY NOTICE

Education – Educational Psychology Service

Introduction

A Privacy Notice tells you how we use personal information, so you know what happens with it when you give it to us. This is our Child Friendly Privacy Notice about the information we collect about you for the Educational Psychology Service. A more detailed version of this Privacy Notice is online here: www.moray.gov.uk/PrivacyNotices.

Who we are

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

What we do with your personal data

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; like information known as 'special category data'. Special category data could be something like information about your health, or what religion you are.

Why we are collecting your personal data

Personal data will be collected about you so that our Educational Psychology Service can work with you. It is your choice to work with the Educational Psychology Service, unless there are child protection concerns about you, or, we are asked for information from the Scottish Children's Reporter's Administration.

We will also collect personal data about you if you choose to take part in research and evaluation (to make improvements) for the Educational Psychology Service. This is completely optional and won't affect us providing an Educational Psychology Service to you.

Personal data about you that we collect from other people

We (the Council) might collect information about you from someone else, for example from a referral to the Educational Psychology Service completed on your behalf by your parent(s) or carer(s), a teacher, doctor, or a social worker who knows you and your family.

Data Protection Law

We always make sure we follow legal rules when we use your personal data. The Council does this as part of our public task. The Council has a legal duty to provide an Educational Psychology Service under the Education (Scotland) Act 1980.

When we collect personal data about you for research and evaluation for the Educational Psychology Service we do so as you have given your consent to your personal data being used for these purposes. You don't have to take part if you don't want to.

When we collect special category data, we do this because we need the personal data to meet our duties to provide Health and Social Care support and services. We take extra special care of this type of personal data.

Who we share your personal data with

So that we can provide an Educational Psychology Service, sometimes we have to share your personal data, or we might be asked to share your data. For example, this could be with other services in the Council (like your school, social work etc). We are careful about how we do this and always follow the rules; we will only share information where needed so as to help the Educational Psychology Service to work with you. If asked to share data, Educational Psychologists will use their professional judgement to identify which information is appropriate and necessary to share.

The Educational Psychology Service might be asked to share information with services outside the Council, such as with NHS Grampian (e.g. your doctor, or your speech and language therapist), or, the Scottish Children's Reporter's Administration. We will only share information with these services if you are currently, or if you become, involved with them.

There is a longer list of who we may share your information with on the more detailed Privacy Notice.

How long we keep your personal data

We only keep data 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 data: www.moray.gov.uk/RetentionSchedules.

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 is wrong. If we cannot do as you ask then we will explain why, which could be because of legal rules.

If you decide you no longer want to take part in research and evaluation for the Educational Psychology Service, you have the right to change your mind at any point by telling your Educational Psychologist, or emailing:
educationalpsychology@moray.gov.uk

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: IG@moray.gov.uk

If you are not happy with how we have handled your personal data, you can complain to us. You can contact us directly or fill in a form on our website here: www.moray.gov.uk/Complaints or ask someone to do this on your behalf.

You can also make a complaint to the Information Commissioner's Office or ask someone to do this on your behalf. It is their job to make sure that everybody, including the Council, follows the rules and your personal data 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/
Online: https://ico.org.uk/make-a-complaint/data-protection-complaints/