CHILD FRIENDLY PRIVACY NOTICE

Education – Counselling for Schools

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 Privacy Notice about the information we collect about you for Counselling for Schools. The Exchange provide this counselling service for the Council, so will collect information from you on our behalf. A more detailed version of this Privacy Notice is online here: www.moray.gov.uk/PrivacyNotices.

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 library service, provide care for people who need it, and much more.

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. This is known as 'special category data'. This 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 to allow the Counselling for Schools to work with you to support and help you with your mental health and wellbeing.

Personal data about you that we collect from other people

We (the Council), or The Exchange, might collect information about you from someone else, such as your doctor, someone at your school, or your parent or carer if they have made a referral about you to The Exchange for Counselling for Schools.

Data Protection Law

We always make sure we follow legal rules when we use your information. The Council does this as part of our public task, but we will always ask you and your parent(s) or carer(s) if you would like to take part in and receive support through The Exchange.

If we ask for, or collect extra personal information, like about your health – this type of information is called 'special category data'. We collect this only when we need it to provide the right support.

Who we share this personal data with

Your information will be shared with The Exchange who will be providing Counselling for Schools. We make sure that they process your personal data correctly through our

contract with them. More information about The Exchange, including their Privacy Policy, is available on their website here: www.exchange-counselling.com/privacy-policy.

We also share numerical information with the Scottish Government about the counselling service, but we don't share any information with them that could identify you, or anyone you talk about during your counselling sessions.

Sometimes in order to do our work, to follow the rules, and, to provide support to you, we have to share personal data. We may need to share with other services in the Council, like schools, or, with other organisations, like the Police. We are careful about how we do this and always follow the rules.

How long we keep your personal data

We only keep it for as long as we need it. Sometimes this might be months or years. We have a page on our website that tells you how long we keep different types of information: 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 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/