PRIVACY NOTICE
Education – Northern Alliance Project:
Photography and Video Recording

Who we are

Moray Council, Council Office, High Street, Elgin, Moray, IV30 1BX, moray.gov.uk 01343 543451, is a local authority established under the Local Government etc. (Scotland) Act 1994. We are the Data Controller of the information being collected.

Why we are collecting your personal data

The Northern Alliance Regional Improvement Collaborative is a partnership of the following Education Authorities: Aberdeen City Council, Aberdeenshire Council, Argyll and Bute Council, Comhairle Nan Eilean Siar, The Highland Council, Moray Council, Orkney Islands Council, and Shetland Islands Council.

As a Northern Alliance member, Moray Council is taking part in a project to highlight and share best practice in teaching within its primary and secondary schools; this is for educator training and Career-Long Professional Learning (CLPL) purposes. Photography and video recordings will be taken of pupils who choose to take part in this project during a number of preselected lessons.

If a pupil would like to take part in this project their full name, school and class will be collected. For pupil's under 12 their parent/guardian's name, telephone number and signature. For pupils over 12 their signature will also be collected.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council's basis in data protection law to be Article 6(1)(a) of the United Kingdom General Data Protection Regulation (UK GDPR); because you have given consent to your personal data being used as outlined in this privacy notice.

Who we share this personal data with

Recordings will be shared with Northern Alliance members, including via their publicly available website: https://sites.google.com/view/naltatoolkit

Your personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date. It may also be shared with other relevant Council Services where applicable.

The Council may share your personal data with other relevant Council Services and third parties, where we are under a legal obligation to do so. For example, this may be with

Police, Social Security Scotland, UK Border Agency or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council Services and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

How long the personal data is held for

Your personal data will be securely stored by Moray Council for a pre-determined length of time. Information is only kept for the minimum amount of time necessary. We maintain a record retention schedule which sets out how long we retain different types of personal data. This is available on our website: http://www.moray.gov.uk/RetentionSchedules (under Section 5 of the Records Management Plan).
Consent will cover up to a maximum period of 5 years. The recordings will be held for 5 years from the date they were taken.

The Council stores information within the UK.

Your rights

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data.

You have the right to withdraw consent to the personal data being used for this process. You can do this at any time by emailing: education@moray.gov.uk

As so far as the legislation permits, you also have the right to request the deletion of your data, and to object to the processing.

For more information about these rights, please see the Information Management pages on the Council's website here: www.moray.gov.uk/InformationRights. Alternatively, email the Council's Data Protection Officer at: IG@moray.gov.uk

If you have a concern about the way the Council has handled your personal data, you can make a complaint to the Council's Data Protection Officer in the first instance; an e-form is available on the Council's website here: www.moray.gov.uk/Complaints

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

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/