



Parental Involvement and Engagement Privacy Notice

Data Controller

Inverclyde Council is the Data Controller. Inverclyde Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our head office is located at Municipal Buildings, Clyde Square, Greenock, PA15 1LY.

Data Protection Officer

If you would like to contact our Data Protection Officer about a data protection matter, please contact the Information Governance Team using the contact details for the Council set out above or by email at dataprotection@inverclyde.gov.uk.

What information do we need?

The information may include details such as:

- Name of school attended by pupil;
- Age;
- Gender;
- Ethnicity;
- Postcode.

Why we need this information?

Your personal information will be used to allow the Council to process your response to a survey.

The Council will also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal Basis

Processing your personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.

Information is required to allow the Council to evaluate the level and quality of parental engagement as per the Council's statutory duty under the Scottish Schools (Parental Involvement) Act 2006 and the National Improvement Framework.



Where the Council processes special categories of personal data the processing will be necessary for reasons of substantial public interest and statistical purposes.

What we will do with your information?

For the purposes of this survey, the Council will share your information with the Scottish Government. The Scottish Government in turn may allow third party organisations, such as researchers, access to this information.

How long will we keep your information?

The Council maintains a Policy for the Retention and Disposal of Documents and Records Paper and Electronic which sets out how long we hold different types of information for. This is available on the Council's website at <https://www.inverclyde.gov.uk/law-and-licensing/freedom-of-information> or you can request a hard copy from the contact address previously stated above.

Your Rights

Your personal data belongs to you and you have the right to:

- be informed of how we will process it;
- request a copy of what we hold about you;
- have it amended if it's incorrect or incomplete;
- have it deleted (where we do not have a legal requirement to retain it);
- withdraw your consent if you no longer wish us to process;
- restrict how we process it;
- object to us using it for marketing or research purposes;
- object to us using it in relation to a legal task or in the exercise of an official authority;
- request that a person reviews an automated decision where it has an adverse effect on you.

Complaints

In addition, if you are unhappy with the way the Council have processed your personal data you have the right to complain to the UK Information Commissioner who can be contacted as follows:

UK Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

Classification : Official



Phone 08456 30 60 60 or visit the Information Commissioner's Office's website [Information Commissioner's Office \(ICO\)](#)

However, you should raise the issue with the Council's Data Protection Officer first.

Automated Decision Making

We will not use your data for any automated decision making.

More information:

For more details on how the Council processes your personal information visit [Privacy – Inverclyde Council](#)

If you do not have access to the internet you can contact the Council via telephone to request hard copies of our documents.