



From mountain to sea

# Privacy Notice – Learning Journal

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

- Data is used to allow parents to better understand the learning taking place for their child, as well as allowing teaching staff to see where they may need to focus within a curriculum. It allows greater engagement and participation of parents

Your information is:

Being collected by Aberdeenshire Council

**Parent:** Name and email address

**Child:** Name, DoB, (optional = Gender, SEN, EAL) observations of learning (with potential to include photos or video)

The Legal Basis for collecting the information is:

Personal Data	
Consent	x

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

Not Applicable

Your information will be shared with the following recipients or categories of recipient:

Mailgun – holds parent/carer email address for purposes listed above when utilising Learning Journals system.

Mailchimp - Utilised only if wished to enable prospective customers to “Get your Free Trial” or complete the online enquiry form to Learning Journal.

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Mailgun holds parent/carers’ email address. Data hosted/processed in Germany.

The retention period for the data is:

1 year from license expiry.

At any point before license expiry, data can be exported by individuals or for whole accounts. After deletion this data cannot be retrieved.

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to object, where the legal basis specified above is: (i) Performance of a Public Task; or (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

Where the Legal Basis for processing is Consent, please confirm that you have been provided:

- why your information is being collected;
- the purposes for your information being collected;
- full information about the intended processing;
- details of any sharing of your information;
- details of the security for transferring your information to any country outside the EEA;
- the applicable retention period;
- details of any automated decision-making or profiling applied to your information; and
- details of your rights.

I understand that I have the right to withdraw this consent at any time by contacting

[Education@aberdeenshire.gov.uk](mailto:Education@aberdeenshire.gov.uk)

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Name

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Date

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Signature