

# Parental Involvement and Engagement (PIE) Census

## Data Protection Privacy Statement

### Who are we?

Orkney Islands Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its office headquarters is located at School Place, Kirkwall, Orkney, KW15 1NY, United Kingdom.

### Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to process your response to a survey about parental involvement and engagement at your school.

### Legal basis for using your information

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council. We also need to process more sensitive personal information about you for reasons of substantial public interest as set out in the Data Protection Act 2018. It is necessary for us to process it to carry out key functions as set out in law.

### What personal data do we hold, and how do we obtain it?

The types of personal data we hold and process about you within this census is:

- Age.
- Gender.
- Ethnicity.
- Postcode.

We also collect the Name of School attended by the pupil.

### Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with request for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Your information is also analysed internally and externally to help us improve our services and to comply with legislations. We provide an internal audit service because the law states we must do so. The law also states we must be audited externally. The external auditors are appointed by Audit Scotland. Our internal audit team and the external auditors may process any personal information held within the Council for its contractors and partners) in order to assess and provide assurances on the arrangements for governance, risk management and internal control within the service area. External audit will also ensure that the financial position stated in the annual accounts give a true and fair view in accordance with the law and codes of practice.

SmartSurvey is the online platform for delivering the census and a sub-processor of the data. SmartSurvey are fully compliant with EU Privacy Laws and registered under the Data Protection Act. There is a Data Processor Agreement between Orkney Island's Council and the Scottish Government for the use of the SmartSurvey.

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

**Will we send your information outwith the UK?**

We do not transfer your information outwith the UK. If it becomes necessary to do so, we would ensure that the appropriate safeguards are in place.

**How long do we keep your information for?**

We only keep your personal information for the minimum amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at <http://www.orkney.gov.uk/Council/C/records-management-policy.htm> or you can request a hard copy from the address above.

More information about your rights and how the Council will process your information is available here: <http://www.orkney.gov.uk/Online-Services/privacy.htm>