

**Customer Services: Education**  
**Achieve Privacy Notice**  
**Your Personal Data**

What information do we need?

Argyll and Bute Council will act as the 'Data Controller' in regard to the personal data you provide to us. The Data Protection Officer can be contacted at the Council's headquarters is at Kilmory, Lochgilphead PA31 8RT. The email address is: [data.protection@argyll-bute.gov.uk](mailto:data.protection@argyll-bute.gov.uk)

Campbeltown Grammar School has made a decision to use software called Achieve to provide you with Education services. This means that personal information about you that you have previously provided in order to receive Education will be shared with this company. This information is contained in the General Education Privacy Notice which can be found on the Council website at <https://www.argyll-bute.gov.uk/data-protection#privacy> . The personal data will include your first name, the initial of your surname, and in some cases your full surname.

Why do Achieve need this information?

Your information is being collected to allow use of the software that is needed to support your learning in areas of the curriculum selected by your school. There are enhanced benefits to the pupil, parents/carers and the school in using this tool.

The legal bases for collecting your information in these circumstances are:

Article 6(1)(e) – Public Task on the basis of the legal obligation placed on the Education Authority to track and monitor pupil progress and to raise attainment in terms of the undernoted legislation:

- Education (Scotland) Act 1980
- Education (Additional Support for Learning) (Scotland) Act 2009
- Scottish Schools (Parental Involvement) Act 2006
- Standards in Scotland's Schools etc. Act 2000
- Children and Young People (Scotland) Act 2014

What we will do with your information?

The information Achieve collects from you will be processed in Ireland and backed up in the EEA. All countries in the EEA, including Ireland, are subject to the same data protection laws as in the UK.

Your information will be shared with the recipients or categories of recipients as detailed below:

| What we will do with your information |   |
|---------------------------------------|---|
| Who we will share with                | Reason for Sharing  |
| Achieve                               | Achieve provide valuable tools to support learning in a wide variety of certificated course subjects. |

You should also be aware that your data may be downloaded from Achieve by Campbeltown Grammar School and will be stored on school servers located within the United Kingdom. We will take all reasonable steps to ensure that your data is kept securely and more information on how we do this is provided on the Council website ([www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk)) or can be provided in paper format on request to your School Support 01369 704000.

### How long will Achieve keep your information?

Personal data will be held in Achieve for as long as the pupil is using the service. Schools will delete accounts when they are no longer required. This will be done within 12 months of the system no longer being used or the pupil leaving the school.

Data downloaded from Achieve by the school will be kept as detailed in the General Education Privacy Notice. More information on Argyll and Bute Council's retention schedule is provided on the Council website ([www.argyll-bute.gov.uk](http://www.argyll-bute.gov.uk)) or can be provided in paper format on request to School Support 01369 704000.

### Your Rights

When you provide information to the Council, you will 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
- to request access to your personal data
- 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

If you would like this document in an alternative format, such as a hard copy, please contact Campbeltown Grammar School on 01586553773.

You can find out more about your rights in relation to data protection here: [www.argyll-bute.gov.uk/data-protection](http://www.argyll-bute.gov.uk/data-protection) or from the Data Protection Officer by telephone or in writing, as detailed above.

### Information Commissioner's Office

The ICO is the UK's independent body set up to uphold information rights.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

The Information Commissioner's Office – Scotland

45 Melville Street, Edinburgh, EH3 7HL

Telephone: 0303 123 1115 Email: [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)