



## PRIVACY NOTICE - SCOTTISH NATIONAL STANDARDISED ASSESSMENTS

### Introduction to this Privacy Notice

We collect some Personal Data about students for the Scottish National Standardised Assessments (SNSA). This Privacy Notice will inform you as to how we use and look after this Personal Data and tells you about individuals' rights under the Data Protection Legislation. This Privacy Notice is aimed at informing students who take part in the SNSAs ("you") and their parents.

This Privacy Notice should be read in the context of our Data Protection Policies<sup>1</sup>.

### Glossary

Please use the following Glossary to understand the meaning of the capitalised terms used in this Privacy Notice.

- **Personal Information** or **Personal Data** is information that can be used to identify or contact a specific individual, such as a name, address, telephone number, email address, etc., and online identifiers and location data such as IP addresses and mobile device IDs.
- **Special Category Personal Data** means Personal Data revealing racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; genetic data; biometric data; data related to your health; or data concerning your sex life or sexual orientation.
- A **Controller** is someone who decides why Personal Data is to be collected and how it will be used and treated.
- A **Processor** is someone who processes Personal Data on behalf of the Controller e.g. service providers.
- **Processing** means collecting Personal Data or using it in some way, and is very broadly interpreted. For example, processing includes, to name a few: viewing, recording, storing, analysing, combining, disclosing or deleting it.
- The **ICO** is the Information Commission's Office, who is the regulator of data protection matters in the UK.
- When we refer to **Data Protection Legislation** we mean applicable laws and regulations relating to the processing of personal data and privacy in the United Kingdom, including the Data Protection Act 2018, the General Data Protection Regulation (2016/279), and any applicable legislation adopted by the United Kingdom pre or post the United Kingdom ceasing to be a Member State of the European Union (whichever is in force at the time of this Privacy Notice).
- The **EEA** is the European Economic Area, which includes all of the Member States of the European Union and Iceland, Liechtenstein and Norway.

### Who we are

Jordanhill School, a company limited by guarantee and incorporated under the Companies Act 1985(b); the registered address 45 Chamberlain Road, Glasgow, G13 1SP.

When we collect and use Personal Data in the way set out in this Privacy Notice, we are the Controller for the purposes of Data Protection Legislation.

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<sup>1</sup> <http://www.jordanhill.glasgow.sch.uk/digital-strategy/>

## How to contact us

If you have any questions regarding this Privacy Notice or how we handle Personal Data you can contact us by e-mail, telephone or in writing at our registered address.

E. [info@jordanhill.glasgow.sch.uk](mailto:info@jordanhill.glasgow.sch.uk)

T. 0141 576 2500

A. 45 Chamberlain Road, Glasgow, G13 1SP

## Complaints

We aim to directly resolve all complaints about how we handle personal information. You can view our complaints procedures on our web site<sup>2</sup>. If your complaint is about how we have handled your personal information, you can use our online [Complaints Form](#)<sup>3</sup> to submit your complaint.

However, you also have the right to lodge a complaint at any time about data protection matters with the ICO, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

## Why do we need the Personal Data and what do we do with it?

<b>Processing purpose</b>	<b>Legal basis</b> <i>We need to have a legal basis to process your Personal Data.</i>	<b>Special Category Personal Data condition</b> <i>Where we process your Special Category Data we need to have an additional condition to process this.</i>
The SNSAs are provided to students as part of the Establishment's statutory function to provide education.	Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Establishment.	N/A
You, or your parent, may have already given the Establishment Personal Data about your ethnic background in order to allow the Establishment to meet its obligations under the Equality Act 2010. If you provided Personal Data relating to your ethnicity to the Establishment, it will be processed by the Establishment in connection with the provision of SNSA.	Processing this Special Category Personal Data is necessary for compliance with a legal obligation to which the Establishment is subject.	Details of ethnic origin is Special Category Personal Data.  The processing is necessary for reasons of substantial public interest on the basis of UK law.

<sup>2</sup> <http://www.jordanhill.glasgow.sch.uk/compliments-suggestions-and-complaints/>

<sup>3</sup> <http://www.jordanhill.glasgow.sch.uk/suggestions-form/>

## Who do we share your information with?

We share your Personal Data with others in certain circumstances.

Personal Data that you provide to us will be shared with the Processors (service providers) used for the SNSA: the Scottish Government and its sub-Processors: ACER International (UK) Limited, TWIG World Limited and Amazon Web Services. Service providers can change from time to time and this Privacy Notice will be updated accordingly.

Establishments are legally obliged to safeguard public funds so are required to verify and check your details internally for fraud prevention. They 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. They will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

## Where do we keep your information?

The Personal Data that we collect from you for the SNSA will be stored inside the UK or the EEA.

## How long do we keep your Personal Data for?

Generally, we will not hold Personal Data for any longer than is necessary for the uses outlined in this Privacy Notice, unless we are required to keep Personal Data longer to comply with the law and any regulatory requirements.

To determine the appropriate retention period for Personal Data, we consider the amount, nature, and sensitivity of the Personal Data, the potential risk of harm from unauthorised use or disclosure of the Personal Data, the purposes for which we process the Personal Data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise Personal Data so that it can no longer be associated with an individual, in which case we may use such information without further notice to the individual.

Further detail of specific retention periods is provided in our retention policy available on our web site<sup>4</sup>.

## Rights under data protection law

Individuals have the rights outlined below under the Data Protection Legislation. You can exercise your rights by contacting us at the contact details noted above.

- **Access:** Request access to your Personal Data (commonly known as a "data subject access request"). This enables you to receive a copy of the Personal Data we hold about you and to check that we are lawfully processing it.

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<sup>4</sup> <http://www.jordanhill.glasgow.sch.uk/digital-strategy/>

- **Rectification:** Request correction of the Personal Data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- **Erasure:** Request erasure of your Personal Data in certain circumstances.
- **Object:** Object to processing of your Personal Data where we are relying on a legitimate interest (or those of a third party) or because the process forms part of our public tasks. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- **Restriction:** Request restriction of processing of your Personal Data in certain circumstances.
- **Portability:** Request the transfer of your personal data to you or to a third party. This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated.
- **Withdraw Consent** at any time where we are relying on consent to process your Personal Data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent.

There are some exemptions to your rights and we will explain these to you if they apply.

You will not have to pay a fee to access your Personal Data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your Personal Data (or to exercise any of your other rights). This is a security measure to ensure that Personal Data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.