



Sharing of Personal and Educational Data About Pupils

The Shetland Islands Council's Schools Service works together with other Council departments and outside organisations and on occasion may be required or requested to use or share personal or educational data about pupils. This Notice explains what kind of information may be shared, with whom, and why.

Why do we need your data?

In order to make the best decisions about how to improve our education service, the Council, the Scottish Government, and other partners such as the NHS Shetland, Scottish Qualifications Authority and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

Use of Data

The Council will collect, process and disseminate educational and personal information required for planning, management and monitoring of the schools service. The Council may also use pupil information for the operation and management of other services of the Council which pupils use, such as the Library Service, Transport Service, or Shetland College. Pupil information is also transferred when pupils move schools.

The Council also works with a range of partners including other Local Authorities, the Scottish Government, HM Inspectorate of Education, Careers Scotland and the Scottish Qualifications Authority. On occasion, we will make individual educational data available to such partners and also academic institutions to carry out research and statistical analysis.

In addition, we will provide our partners with personal information they need in order to fulfil their official responsibilities. For example, we share school rolls with NHS Shetland so that the school health service can liaise with schools for routine work including vaccinations, and so that pupils moving into or out of Shetland can be identified. On these occasions, only basic personal information such as school, class, name, home address and date of birth is shared.

If the Council is of the view that the sharing of other information is beyond what would be considered basic information, explicit consent will be sought from parents/pupils to share such information.

Data policy

Educational and personal data within the Council is managed effectively by secure systems and as a valuable corporate resource, is subject to confidentiality restraints. Any sharing of data will be done under the strict control of the Council and within the terms of the Shetland Information Sharing Policy. Data is held securely and no information on individual pupils can or would be published by the Council without explicit consent.



Your data protection rights

The collection, transfer, processing and sharing of data is done in accordance with the Data Protection Act (1998). The Data Protection Act gives you the right to know how we will use your data.

The terms of this Notice provides implied consent for the Council to share basic personal and educational data about pupils within the Council and with its partners for the purposes of research, statistical analysis and official responsibilities. This does not provide consent to share such information with private individuals. You have the right to refuse consent for the sharing of pupil information and you can do so by writing to the Schools Service.

Further details about pupil information sharing, or to refuse consent for basic information sharing as outlined above, please contact the Schools Service: by writing to: Head of Schools Service, Hayfield House, Hayfield Lane, Lerwick, Shetland, ZE1 0QD; by Telephone: 01595 744000; by Fax: 01595 744010: or by email: head.of.education.services@sic.shetland.gov.uk

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