



Privacy Notice – SEEMIS

Date notice written: June 2026

Why is this information being processed?

Perth and Kinross Council processes personal information belonging to you, or to a child for whom you have parental responsibility, in order to manage education provision, attainment and attendance at school.

Information provided by you will be held by Perth and Kinross Council Children's Services on SEEMiS (Education Management information system). This information and suite of applications is fully managed by SEEMiS LLP in a secure environment. Access is restricted to appropriate staff controlled by Education and Learning.

Information will be held on SEEMiS for the purposes of processing and managing pupil, pupil contact and staff data. This includes:

- pupil enrolment, registration and attendance management at education establishments and partner provider nurseries
- timetabling of school classes and activities
- recording of identified additional support needs to support your child's education and input required
- monitoring and recording of school achievement and progress; this includes teacher assessment
- emergency contact information for your child
- general school administrative and communication purposes
- fulfilment of statutory obligations and care with reference to relevant legislation
- anonymised aggregated statistics for the purposes of monitoring outcomes and performance and improving services
- recording bullying and discriminatory incidents/alleged incidents (including person experiencing the behaviour, person displaying the behaviour, nature of the incident, and specific perceived reason for bullying)

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- identifying pupils whose school attendance is below 20%, to consider a voluntary referral to the Sustained Emotionally-Based Absence (SEBA) Project

Please see also:

- [Privacy Notice - Education for school-age and preschool-age children, 2018-07](#)
- [Privacy Notice - Application for free school meals and/or assistance with school clothing and footwear, 2018-05](#)

Who is processing this information?

The personal information you have provided will be processed by Perth and Kinross Council, Council Building, 2 High Street, Perth, PH1 5PH. Email Enquiries@pkc.gov.uk or telephone 01738 475000.

Why is it lawful for the Council to process this information?

The Council is permitted to process personal data in this way because it has a duty to record and manage student details in order to ensure the adequate provision of school education.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6(1)(c) of the UK General Data Protection Regulation – “Processing shall be lawful...to the extent that: processing is necessary for compliance with a legal obligation to which the controller is subject”.

In this case, the relevant legislation is the Education (Scotland) Act 1980.

Will any sensitive personal information (Special Category Data or information about criminal convictions etc) be processed?

Yes. Information such as race or ethnicity and health data may be processed.

If so, why is it lawful for the Council to process this information?

Perth and Kinross Council carries out processing of information about racial or ethnic origin because it is permitted to do so for statistical purposes.

Formally, the processing of personal data provided to us for this purpose satisfies Article 9(2)(j) of the UK General Data Protection Regulation – “Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes”.

Perth and Kinross Council carries out processing of information about health because it is in the public interest that children with conditions or support needs which impact on their education are provided with an education which is suitable for their needs.

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Formally, the processing of personal data provided to us for this purpose satisfies Article 9(2)(g) of the UK General Data Protection Regulation – “Processing is necessary for reasons of substantial public interest”.

Will this information be shared?

Personal information recorded on SEEMIS may be shared with third parties.

The information may be shared with the following bodies and third parties as below:

- the Scottish Government and partnership organisations in order to monitor and improve education across Scotland and to fulfil statutory obligations, including census collections, statistical surveys and national standardised assessment; further information can be found on the [Scottish Government's Scottish Exchange of Data: privacy information webpage](#).
- Education Scotland for providing a digital supported learning environment (Glow) and to support quality and improvement in Scottish education; this includes including independent assessment of how your child’s school is developing your child’s skills and understanding in literacy, numeracy, health and wellbeing and to comply with legislation
- Skills Development Scotland to support the delivery of 16+ Learning Choices or similar government policies
- other Perth and Kinross Council Services such as:
 - the Electoral Registration Officer for electoral registration purposes
 - Transport and Environmental Services for school transport purposes
 - Corporate and Democratic Services for setup and access to school IT facilities and digital tools such as geographical information systems for planning purposes
- other Scottish local authorities when your child moves to a school in another local authority or with School-to-School Co-ordinators to ensure that children are not missing from Education
- partner photography companies (such as Tempest Photography) for identification purposes and optional parental purchase of your child’s individual or class photographs
- the Scottish Qualification Agency for qualification accreditation and supporting your child in achieving a positive destination after completing secondary education
- the NHS for public health assessment, such as dental programmes and reporting on school vaccination programmes

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- Third Party partner providers for the purpose of communication with named contacts about your child, such as Groupcall for SMS texting
- to verify and provide parental access to online systems such as online payments, such as 'Parent pay'; booking systems for school parent evening meetings, such 'Parents Evening Booking System' and 'Parent Evening System'
- to provide access to school services such as cashless catering and dietary needs, such as 'Impact'
- 'Edufocus EVOLVE' for the management, safety and planning of school excursions
- Live Active Leisure for participation in school fitness and sport activities
- work placement and partner employers to fulfil duty of care obligations
- Third Sector organisations, such as the NHS and Perth Autism Support, if taking part in the Sustained Emotionally-Based Absence (SEBA) Project

We may also share information if it's necessary for us to do so in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us.

How long will this information be kept for?

Information held on Council systems will be deleted in line with the Council's Records Retention Schedule. SEEMiS currently does not have the facility to delete records; this is being addressed in the next version of SEEMiS which is expected in approximately 2 to 3 years.

Personal information rights

Individuals have rights in relation to the information the Council holds about them, including the right to request a copy of their information. You can find out more about your [personal information rights](#) on our website or by contacting the Council's Information Governance Team at the address below.

Data Protection Officer

The Council has a Data Protection Officer who you can contact in the first instance if you have any questions or complaints about how we are processing your personal information.

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Please contact by writing to the Data Protection Officer, Perth and Kinross Council, Council Building, 2 High Street, Perth, PH1 5PH, by emailing DataProtection@pkc.gov.uk or by telephoning 01738 475444.

Information Commissioner's Office

If you want to complain about how the Council has processed your information you have the right to contact the [Information Commissioner's Office](#) via their website or by telephoning 0303 123 1113.

Information Governance Team

If you have any questions about how the Council processes your information, or if you would like a copy of this notice in another language or format, please contact the Information Governance Team:

Information Governance
Legal and Governance Services
2 High Street
Perth
PH1 5PH

Email DataProtection@pkc.gov.uk

Telephone 01738 477933