

## Perth and Kinross Council Privacy Notice

Name of Processing Activity - Glow

Date notice written - 2024/08

### 1. Why is this information being processed?

Perth & Kinross Council use an online platform called Glow, provided by Education Scotland, to provide you with Education services.

The personal data will include your first name, surname, date of birth, year stage, email address, SEEMiS ID, username, school and what classes you are in. The Glow platform allows other information to be stored on it in the course of using it, which may include photos and videos of you, or other data that your school feels is necessary.

### 2. Who is processing this information?

The personal information you've provided will be processed by Perth and Kinross Council, 2 High Street, Perth, PH1 5PH, [enquiries@pkc.gov.uk](mailto:enquiries@pkc.gov.uk), 01738 475000.

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

The Council is permitted to process your personal data in this way because it is in the public interest for it to allow use of the platform that is needed to support your learning.

Formally, the processing of personal data provided to us for this purpose satisfies Article 6 (e) of the UK General Data Protection Regulation - *Processing shall be lawful...to the extent that processing is necessary for the performance of a task carried out in the public interest.*

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

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

No

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

n/a

## **5. Will this information be shared?**

Your information may be shared with Education Scotland's partners as follows:

- RM Education: provide the single sign on capability. They require personal data to create user accounts with unique identifiers.
- Google: Adobe Education Express requires personal data to create user accounts with unique identifiers.
- Microsoft: each learner receives a Microsoft account linked to their Glow log in.

Where data is processed outside of the UK we take steps to make sure they provide an adequate level of protection in accordance with UK data protection laws.

## **6. How long will this information be kept for?**

Personal information is held on Glow while you remain enrolled in a Perth & Kinross school. The data will be deleted five years from your enrolment ceasing.

Data downloaded from Glow by the school will be kept as detailed in the Education Privacy Notice.

## **7. 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.

## **8. 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.

Please contact; Data Protection Officer, 2 High Street, Perth, PH1 5PH, [DataProtection@pkc.gov.uk](mailto:DataProtection@pkc.gov.uk), 01738 475444.

## **9. 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 (<https://ico.org.uk/> 0303 123 1113).

## **10. 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](mailto:DataProtection@pkc.gov.uk)

Telephone:01738 477933