

Dear Parent/Carer,

## Annual Update of Information held by the school

The information in the Annual Data Check form about your child is currently held by the school and centrally within Education & Children's Services. It is important that this information is both accurate and complete, and we would appreciate your cooperation in ensuring that this is achieved.

If you have already signed up to [parentsportal.scot](https://parentsportal.scot/)<sup>1</sup> and registered as a main contact, you may be able to complete your review of the information your school holds for your child online. Please have a look on our Parents Portal webpage, or check with your school, for more details: <https://www.aberdeenshire.gov.uk/schools/school-info/parents-portal/>

### Confidentiality and information sharing

- ➔ The information on the form will be processed in confidence, and in compliance with the General Data Protection Regulation (GDPR – EU 2016/679) and the Data Protection Act 2018, for administrative purposes. Aberdeenshire Council is the Data Controller of the information being collected.
- ➔ Please refer to the attached [Whole School Privacy Notice](#) for more details on the information collected and the legal basis for processing. A copy can also be found on the Aberdeenshire Council website at: <http://publications.aberdeenshire.gov.uk/dataset/education-privacy-notice>
- ➔ A copy of the ScotXed [Privacy Notice for Parents](#) and further information can be found on the Scottish Government website at: <http://www.gov.scot/publications/scottish-exchange-of-data-privacy-information/>

All the information appearing within the data check form was provided or confirmed last year or has since been updated as a result of information provided by parents/carers.

As schools sometimes must close quickly due to poor weather conditions, it is important that your school holds a contact that they can phone to arrange collection of your child as soon as possible. This is particularly important if you do not work or live locally. This is called a 'Storm Accommodation contact'. Please indicate this contact on the form, or if updating through parentsportal.scot please select relationship 'Other' and type in 'Storm Accommodation contact' in the description.

**We would be grateful if you could please check details contained in the form for accuracy and make any necessary corrections, or additions, preferably in red ink. The form should then be signed and returned to your school as soon as possible.**

Your cooperation and assistance in this task is greatly appreciated.

Should you require a copy of this letter in large print or an alternative language, please contact your school.

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<sup>1</sup> <https://parentsportal.scot/home/>