



From mountain to sea

## Privacy Notice – seeSaw

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

Your information is being collected to use for the following purposes:

The purpose of using Seesaw is to enhance the learning experience of pupils and to increase the parental engagement with their pupil's education. This will allow teachers, pupils and parents to share educational progress and become one as responsible parties for educating their child. The use of this system will provide information to parents without the need of manually processing and photocopying and reduce the risk of personal data being lost in paper transfer between home and school.

Your information is being collected by Aberdeenshire Council

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent	X	The data subject has given explicit <b>consent</b> to the processing	X



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Your information will be shared with the following recipients or categories of recipient:

***Please list recipients or categories of recipient here or state "Not applicable"***

Seesaw do not sell or share any data you provide with third parties except in the limited circumstances detailed below:

- Seesaw use a small number of third-party services in order to operate and improve Seesaw – for example a data center operator that manages our servers or a notification service that helps us send you messages about your account. These services need access to your personally identifiable information in order to work (i.e. your email address is required to send you email) but are contractually prohibited from using that information for any other purpose other than to provide the Seesaw service. In cases of onward transfer to third parties of data of EU individuals received pursuant to the EU-US and the Swiss-US Privacy Shield, Seesaw is potentially liable. When these third-party services transfer the personal information (Personal Data, as that term is defined in GDPR) of EU residents, these services are processors and are contractually bound to also comply with GDPR to protect your data privacy and security.
- Seesaw may disclose your information to a third party to comply with applicable laws or regulations, or a valid legal request - including to meet national security or law enforcement requirements. If we are going to release your data, we will do our best to provide you with notice in advance by email, unless we are prohibited from doing so by law.
- Seesaw may disclose student Account Information and Journal Content to the child's school district upon request, as required by FERPA.
- By default, Activities teachers create are private to their account. Optionally, teachers may choose to publish Activities they create to the public Seesaw Activity Library, in which case they will be publicly accessible along with their Activity Author Profile. We may also share activities published to the library with teachers who we think may be interested in using them with their class.
- We may disclose or transfer your Account Information and Journal Content in connection with the sale, merger, bankruptcy, sale of assets or reorganization of our company. We will notify you if a different company will receive your information. The promises in this Privacy Policy will apply to your data as transferred to the new entity.

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

***Please list any countries to which the data will be transferred and stored or state "Not applicable".***  
***Please state the retention period(s).***

Personal data will be held in the system for as long as the pupil is engaging with the service. Once an account is deleted or deemed inactive (not accessed for a period of more than a year), the personal data associated will be deleted by the provider within 60 days. Schools will delete pupil records when they leave the school. Data is also deleted after 60 days when the classes are archived at the end of the school session. Pupil portfolios can be exported at any time.

The retention period for the data is:



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Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.

Where the Legal Basis for processing is Consent, please confirm that you have been provided:

- why your information is being collected;
- the purposes for your information being collected;
- full information about the intended processing;
- details of any sharing of your information;
- details of the security for transferring your information to any country outside the EEA;
- the applicable retention period;
- details of any automated decision-making or profiling applied to your information; and
- details of your rights.

I understand that I have the right to withdraw this consent at any time by contacting

[crombie.sch@aberdeenshire.gov.uk](mailto:crombie.sch@aberdeenshire.gov.uk)