

Dear Parent/Carer,

Annual Update of Information held by the school

The information in the accompanying 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 assistance in ensuring that this is achieved.

If you have already signed up for parentsportal.scot (accessed via [myAberdeenshire](https://myaberdeenshire.gov.uk/my/)¹) you will be able to complete your review of the information your school holds for your child online. Click [here](#) if you require more details on Parentsportal.

Confidentiality and information sharing

- ➔ The information will be processed in compliance with the UK GDPR and the Data Protection Act 2018. 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 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 on the form was provided or confirmed last year or has since been updated because 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 accompanying form, or if updating through parentsportal.scot please select relationship 'Other' and type in 'Storm Accommodation contact' in the description.

Please check the details contained in the form for accuracy and make any necessary corrections, or additions, preferably in red ink. The form should then be signed, confirming it is accurate and returned to your school as soon as possible.

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

¹ <https://www.aberdeenshire.gov.uk/my/>