

PRIVACY NOTICE: iPads: Personal Use – Internet Browsing

We are delighted to be able to provide your child with an iPad to support their education. The iPad can be used to access approved apps and internet services both in school and at home. We would encourage you to make use of the iPad for general internet browsing at home. The internet can be accessed using the iPad through a Wi-Fi connection, however a firewall will be present to block access to inappropriate sites.

All iPads will be tracked and managed via Scottish Borders Council's Mobile Device Management system supported by our IT provider, CGI. Therefore information you provide to websites while using the device will be processed by Scottish Borders Council and CGI.

The Council's Data Protection Officer can be contacted on 0300 100 1800 or by email at dataprotection@scotborders.gov.uk

How we will use your information

Any information you provide to websites will be sent through Council systems. We will not store or use the information that you transmit through our systems while using the iPad for browsing. However, names of websites that you visit along with the time and date visited will be logged and stored on our web filtering system for 12 months. This information is not routinely monitored but may be accessed if there are reasonable grounds to suspect that there has been a serious breach of the pupil acceptable use policy.

Your rights

For information on the rights you have over your personal data, please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like a hard copy of this information, please contact us using the contact details provided above.

How to raise a complaint

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@scotborders.gov.uk or by telephone on 0300 100 1800. However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office (ICO). You can contact the ICO by phone on 0303 123 1113 or visit their website for more information at- <https://ico.org.uk/concerns>

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at <http://www.scotborders.gov.uk/complaints>