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30 August 2019

Dear Parent/Carer

Show My Homework (Provided by Teacher Centric Ltd)

For the last three years Alford Academy has used the online service 'Show My Homework' as a tool to assist in the two way communication of homework and assessment tasks between teachers, students and to allow parents visibility of this communication.

We are delighted to share that the Parent Council intend to continue to support this valuable service.

With 'Show My Homework', tasks and assessment dates are entered into the online application by our teachers. These are then immediately visible to all the students in the relevant class, and to their parents. Pupils can view details of their homework tasks and assessment dates using any web browser or using 'apps' for Android or Apple smart phones. **Pupils log into these with their Glow passwords (via the RM Unify Option).** Pupils can mark tasks as complete and can comment and respond to comments on each task. Some tasks can be completed online where there is agreement on this between the class teacher and all students in the class.

Parents can see their child's homework by creating an online account using a unique ID which the school can provide. Parents can access this via a web browser, or the same mobile phone 'app'. Parents can see the submission status for homework and any associated comments, but cannot comment or mark their own children's homework as complete!

A slip with your parent/guardian unique code will be issued to Your child on Tuesday 3 September. Instructions can be found on this slip and in the attached quick start guide.

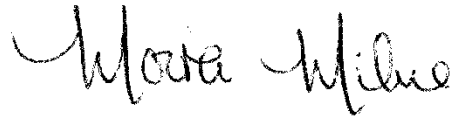
It is important that you understand what data we share with 'Show My Homework', why we do this and what your rights are in relation to this data. We would therefore like to draw your attention to the attached privacy notice, and to the associated privacy notice provided by Teacher Centric Ltd, (trading as Team Satchel) who provide the Show my Homework Service.

Our legal basis for the collection and processing of your child's data in this regard is Public Interest in order to assist in our compliance with 'The Children and Young People (Scotland)

Act 2014', and the UNCRC Article 29 (Goals of education), and the Scottish Schools (Parental Involvement) Act 2006. Further details can be found in the associated privacy notices.

Please do not hesitate to contact Mr Struan Gardner, Depute Rector (Learning and Teaching), should you wish to discuss any aspect of 'Show My Homework'.

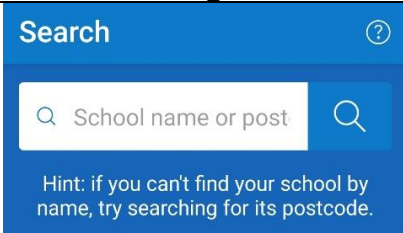
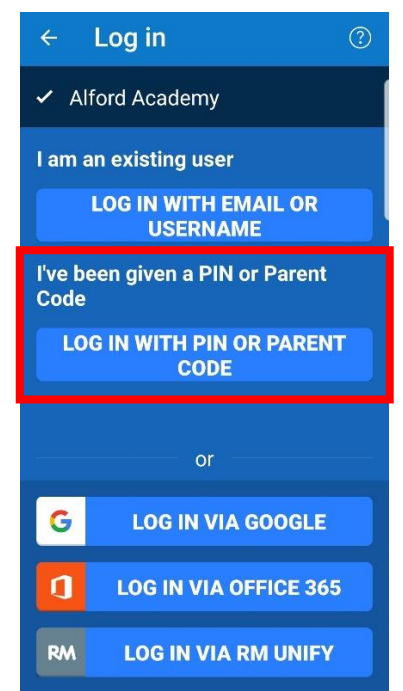
Yours sincerely

A handwritten signature in black ink that reads "Moira Milne". The signature is written in a cursive style with a large initial 'M'.

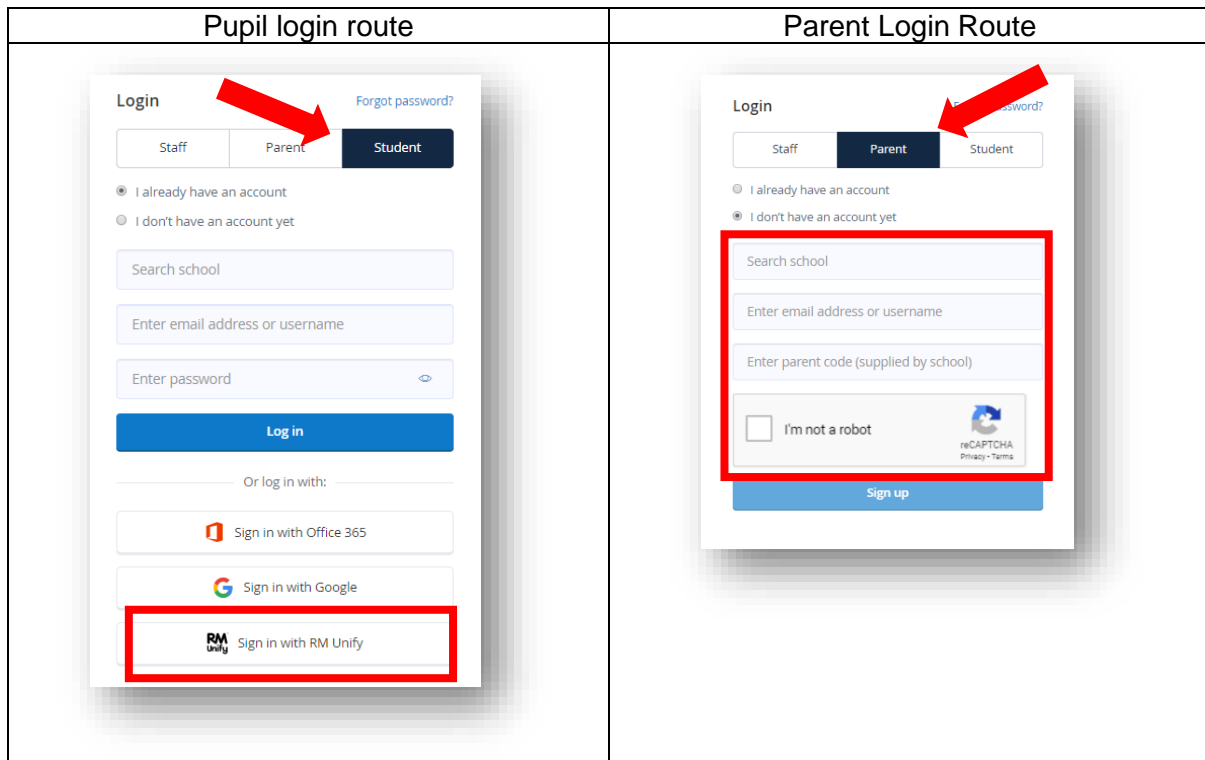
Mrs Moira Milne - Head Teacher

SMHW Quick Access Guide

Via the SMHW app. (screenshots from Android)

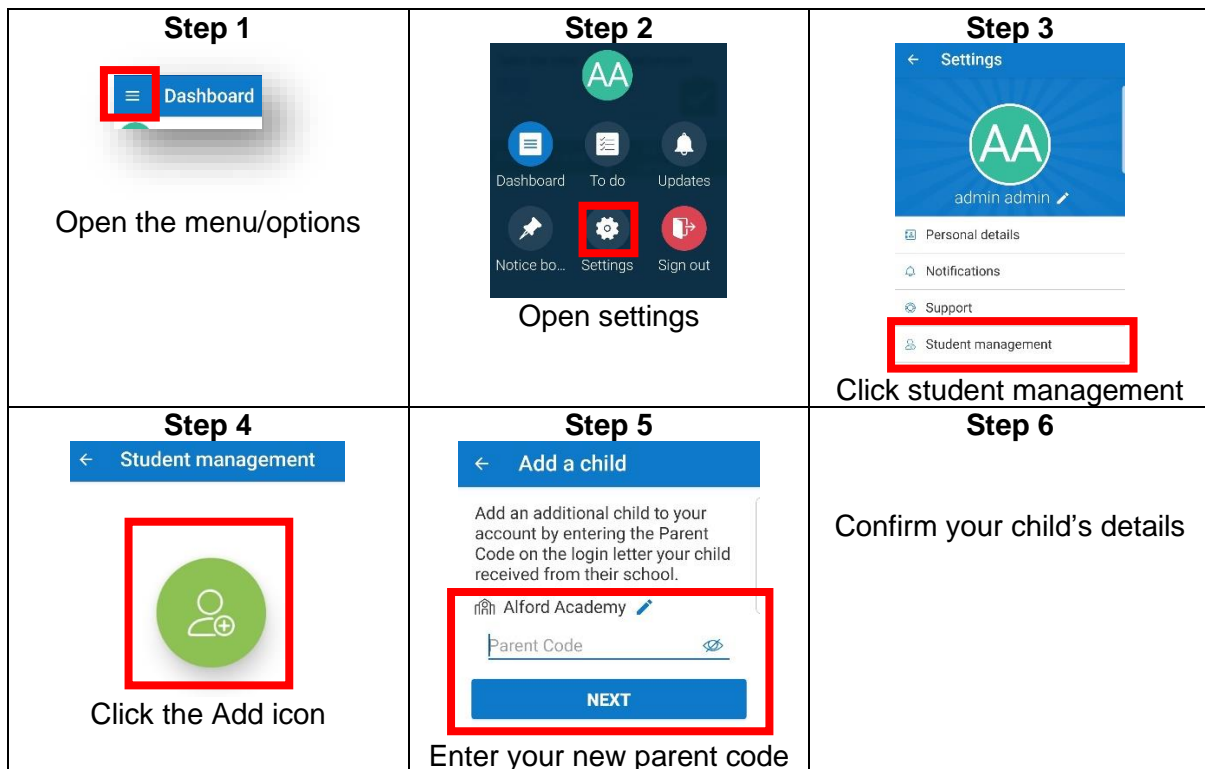
Pupil login route	Parent Login Route
 <p>Search</p> <p>School name or post</p> <p>Hint: if you can't find your school by name, try searching for its postcode.</p> <p>Search for Alford</p>  <p>Log in</p> <p>Alford Academy</p> <p>I am an existing user</p> <p>LOG IN WITH EMAIL OR USERNAME</p> <p>I've been given a PIN or Parent Code</p> <p>LOG IN WITH PIN OR PARENT CODE</p> <p>or</p> <p>LOG IN VIA GOOGLE</p> <p>LOG IN VIA OFFICE 365</p> <p>LOG IN VIA RM UNIFY</p>	 <p>Search</p> <p>School name or post</p> <p>Hint: if you can't find your school by name, try searching for its postcode.</p> <p>Search for Alford</p>  <p>Log in</p> <p>Alford Academy</p> <p>I am an existing user</p> <p>LOG IN WITH EMAIL OR USERNAME</p> <p>I've been given a PIN or Parent Code</p> <p>LOG IN WITH PIN OR PARENT CODE</p> <p>or</p> <p>LOG IN VIA GOOGLE</p> <p>LOG IN VIA OFFICE 365</p> <p>LOG IN VIA RM UNIFY</p>
<p>Remember to add @glow at the end of the pupil username</p>	<p>Enter the unique parent code found on the slip issued.</p>
 <p>RM Unify™ Your Launch Pad to the Cloud</p> <p>Sign In</p> <p>.....@glow</p> <p>Password</p> <p>Remember my username</p> <p>Sign in</p> <p>Forgotten your password? - Find out about RM Unify.</p>	 <p>Enter PIN or code</p> <p>Alford Academy</p> <p>Your PIN or Parent Code can be found on the login letter you received from your school.</p> <p>PIN or Parent Code</p> <p>SUBMIT</p> <p>Lost access to an existing account? Reset your password</p>

Via <https://www.showmyhomework.co.uk/login>



Parents with an existing account can add an additional child using the same parent code.

Login to the app (or website)





From mountain to sea

Privacy Notice – Show My Homework (Provided by Teacher Centric Ltd, thereafter referred to as SMHW)

Who is The Data Controller?

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

What personal data will be collected?

The following pupil information is provided by SEEMIS (our school Management Information System) to Glow (The Scottish Schools National Intranet), and in turn from Glow to SMHW.

A Unique ID (the Seemis or MIS ID and SCN), Name, Glow email address, Year of Entry, Year Group, and Class groupings.

The following information is provided directly to SMHW by the school teachers

Assessment grading (where online tasks have been used)
The completion status of tasks (complete or not complete)

The following information is provided directly to SMHW by pupils

Responses to assessments (where online tasks have been used)
The submission status of tasks (submitted or not submitted)

Why is the personal data being collected?

This information is being collected by Aberdeenshire Council to support the academic progress of our pupils, to improve communication with parents, and encourage increased levels of parental involvement in their children's learning in line with Article 29 of the UN Convention on the rights of the child to "develop every child's personality, talents and abilities to the full", and the Scottish Schools (Parental Engagement) Act 2006 to "involve [parents] with their child's education and learning".

What is the Legal Basis for collecting the information?

Public Task - Where processing of data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Will the personal Data be shared with other people or organisations?

Yes. Your information will be shared with the following:

Teachercentric Ltd (operating as Team Satchel)
4 Cam Rd, London E15 2SN
E-mail: DPO@teamsatchel.com

Teacher Centric will in turn share the data with other organisations part of their data processing activities and in line with GDPR requirements. Further details can be found at
https://www.teamsatchel.com/legals/privacy_policy.html

They will use the data to administer the online tool Show My Homework.

Will the information be transferred to or stored in a different country?

All data is held within data centers within the EU.

How long will the data be retained?

SMHW will process and store personal data for current students, for the duration of the schools license with SMHW. If a pupil leaves the school during the active license SMHW will delete/anonymise your personal data within 28 days of your account being deleted by the school.

Is there any automated decision-making applied to the information?

No.

Individuals' rights

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 object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- *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.