



## Shetland Islands Council

### School Climate Roadshows 2026 Data Protection Privacy Statement

#### Who we are?

Shetland Islands Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its office headquarters is located at 8 North Ness Business Park, Lerwick, Shetland, ZE1 0LZ, United Kingdom.

You can contact our Data Protection Officer by post at this address, by e-mail at: [dataprotection@shetland.gov.uk](mailto:dataprotection@shetland.gov.uk) and by telephone on (01595) 744 550.

The Data Protection Officer for Shetland Islands Council is the Executive Manager – Governance and Law.

#### Why do we need your personal information and what do we do with it?

The Scottish Government's climate change legislation highlights a key target date for local authorities to reduce their carbon emissions and become net zero by 2045. To ensure this target can be met it is important to work together as a community to achieve the goal. By holding the School Climate Roadshows and producing creative outputs, this aligns with the council's commitment and targets to achieve net zero by raising awareness of climate change and instigating climate conversations with young people who will be faced with climate problems now and in the future.

The School Climate Roadshows project aims to raise awareness of climate change in primary (P5-7) and secondary (S1) school classes across Shetland, aligned to the Curriculum for Excellence and Learning for Sustainability. The key objectives are to raise awareness of climate change in the community, increasing conversations and communication, empowering young people to take climate positive action, collecting information from young people to include in and inform decision making processes and strategy development.

As part of the School Climate Roadshows project there is the intention to create a Climate Yarns video, Schools Creative Showcase – displaying artwork from participating schools and a Youth Expressive Arts Workshop with contributions from school pupils. This will be exhibited at the Shetland Climate Festival on Saturday 5 September 2026, held at the Clickimin Bowls Hall.

Parental/guardian consent forms will be issued in schools to collect consent for any school pupils wishing to participate in the Climate Yarns video. These will be prepared and sent out in advance of any sessions where filming is permitted at the school. The return of consent information will be stored by the schools in accordance with their data retention schedules. Schools are required to update the Climate Change Strategy Team should any pupil not have consent to take part in the filmed sessions.

The creative outputs such as the Climate Yarns video, Schools Creative Showcase and information relating to the Youth Expressive Arts Workshop will be stored by the Climate Change Strategy Team and used for the Shetland Climate Festival 2026. Thereafter they will be stored on SIC property in line with data storage and retention periods.

## **Legal basis for using your information**

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council.

If you do not provide us with the information, we have asked for then we will not be able to provide this service to you.

Where we are relying on task carried out in the public interest or legal obligation as the lawful basis for processing, we rely on various pieces of legislation. Some of the key legislation and standards we use are detailed below: -

- Climate Change (Scotland) Act 2009. (2019).
- Climate Change (Emissions Reduction Targets) (Scotland) Act 2019.
- Scottish Government. (2023). National Planning Framework 4.

As a local authority we are also scrutinised by:

- Audit Scotland
- Scottish Government Energy and Climate Change Directorate

## **What personal data we hold, and how we obtain it?**

Information collected and processed is pupil information, specifically name and school on parental/guardian consent forms for pupils participating in filmed sessions.

## **Who do we share your information with?**

We are legally obliged to safeguard public funds, so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with request for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Your information is also analysed internally and externally to help us improve our services and to comply with legislation. We provide an internal audit service because the law states we must do so. The law also states we must be audited externally. The external auditors are appointed by Audit Scotland. Our internal audit team and the external auditors may process any personal information held within the Council for its contractors and partners) in order to assess and provide assurances on the arrangements for governance, risk management and internal control within the service area. External audit will also ensure that the financial position stated in the annual accounts give a true and fair view in accordance with the law and codes of practice.

The Climate Yarns video from the School Climate Roadshows sessions will be displayed at the Shetland Climate Festival on 5 September 2026, with agreed written consent from parents/guardians. All filming is conducted in-house by the Climate Change Strategy Team. The pupil's names will not be shared or displayed in the film, but there may be reference made to the school or class filmed at.

The Schools Creative Showcase will not reference pupil's personal names and classes but there will be reference to the name of the school the artwork was produced in. The artwork will be displayed at the Shetland Climate Festival for the public to view and thereafter returned to each of the schools participating to display and keep on their premises.

### **Will we send your information outwith the UK?**

We do not transfer your information outwith the UK. If it becomes necessary to do so, we would ensure that the appropriate safeguards are in place.

### **How long do we keep your information for?**

We only keep your personal information for the minimum amount of time necessary. Sometimes this time period is set out in the law, but in most cases, it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at

[https://www.shetland.gov.uk/about\\_freedom\\_of\\_information/documents/RetentionScheduleVersion11.12015.pdf](https://www.shetland.gov.uk/about_freedom_of_information/documents/RetentionScheduleVersion11.12015.pdf) or you can request a hard copy from the address above.

### **Your rights under data protection law**

#### **Access to your information**

You have the right to request a copy of the personal information that we hold about you.

#### **Correcting your information**

We want to make sure that your personal information is accurate, complete and up to date. Therefore, you may ask us to correct any personal information about you that you believe does not meet these standards.

#### **Deletion of your information**

You have the right to ask us to delete personal information about you where:

- you think that we no longer need to hold the information for the purposes for which it was originally obtained
- you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
- our use of your personal information is contrary to law or our other legal obligations.

#### **Objecting to how we may use your information**

You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

#### **Restricting how we may use your information**

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you, or we are assessing the objection you have made to our use of your information.

This right might also apply if we no longer have a basis for using your personal information, but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

### **Information you have given us about other people**

If you have provided anyone else's details to the Council, please make sure that you have told them that you have given their information to Shetland Islands Council. We will only use this information for a specific purpose, e.g. to contact those people in the event of an emergency, to assess your own entitlement to a service or to contact them in order to take up references in the event that you are successful in your job application.

### **Complaints**

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 E-mail at [dataprotection@shetland.gov.uk](mailto:dataprotection@shetland.gov.uk) or by Phone on (01595) 744 550.

However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745.

Visit their website for more information at- <https://ico.org.uk/concerns>

Please note if your complaint is not about a data protection matter or does not concern the handling of personal information, please contact us using the Council's Complaints Handling Procedure.