

## **General Data Protection Regulation (GDPR)**

**Privacy Notice** – School Admission Applications: In Year, admission to primary school, admission to secondary school, and School Appeal applications.

### ***Who is the Data Controller for the information you provide?***

Halton Borough Council is the Data Controller for the personal information you provide. The Council's Data Protection Officer can be contacted on 0151 511 7003 or by email to [Peter.Richmond@halton.gcsx.gov.uk](mailto:Peter.Richmond@halton.gcsx.gov.uk)

We collect and hold information about you in order to process your application regarding your child's admission to school as the Local Authority and schools will need this information to ensure the application is assessed appropriately.

### ***Why do you need my information?***

The Council is responsible for processing admissions to reception class and transfers from primary to secondary school, and is involved with in year admissions i.e. where a child is moving between schools within the authority, or has moved into the authority from another authority. The Council also processes requests for school appeals, i.e. where a parent/carer wishes to appeal against an admission authority's decision not to admit a child.

### ***What legal basis allows you to use my information?***

The Department for Education's School Admissions Code published in December 2014, which has statutory force, underpins legislation set out in the School Standards and Framework Act 1998 which requires parents and carers to apply for a school place, requests parents/carers to express their school preferences, and allows them an opportunity on the form (and any supplementary form/s) to outline the reasons why they are requesting the school(s) of preference. For school appeals, the Department for Education's School Admission Appeals Code published in February 2012, which has statutory force, underpins legislation set out in the School Standards and Framework Act 1998 which sets out the requirement to allow a parent/carer to appeal for a school place if they have been refused. The lawful basis for processing your personal data is 'Public Task' as we need the information to carry out our public functions as set out in law.

### ***Do I have to provide this information and what will happen if I don't?***

You are required to complete all aspects of the application form. If you do not complete all the required aspects the Council will not be able to assess your application for a school place and assess your application against the relevant school(s) admissions criteria, or in the case of an appeal, process your appeal for a school place if the information requested is not complete.

### ***Who will my information be shared with?***

Your information will be held by the Council and will be shared with the school(s) you are seeking admission to. For community and voluntary controlled schools applications for a school place are assessed against the Council's determined admissions criteria. For voluntary aided and academy/free schools, it will be the school's governing board/trust who

will assess the information provided against their school's admissions criteria. For In Year admissions the Council may also have to verify your information with your child's current or previous school. The information you provide may also be shared with health partners and law enforcement agencies. For information provided regarding appeals, the information will be shared with the relevant Independent School Admission Appeal Panel. In the event of a successful appeal the admitting school will receive the relevant details required to process the admission.

***How long will you keep this information for and why?***

The information you provide will be held by Halton Borough Council, for primary admissions for 21 years and for secondary admissions 14 years, in accordance with the Council's retention policy and schedule. Additional retention periods will be applied to specific categories such as special needs, children in need, child protection, child in care. The retention period starts from the admission date to infant/primary schools for 21 years and from the admission date to secondary schools for 14 years.

***How will my information be stored?***

Your information will be securely stored on the Management Information System used by the Council to process applications for school admissions and appeals. Currently this is the Synergy Servelec system, but this may change should the Council change its IT provider at any time in the future.

***Will this information be used to take automated decisions about me?***

Yes – the information you provide on the application form will ensure that your application for a school place is assessed appropriately against the schools' of preference to determine whether your child meets the relevant admissions criteria.

***Will my data be transferred abroad and why?***

No

***What rights do I have when it comes to my data?***

Right to be informed – through this Privacy Notice

Right to rectification – you have the right to personal data rectified if it is inaccurate or complete – in certain circumstances timescales will apply due to statutory deadlines for processing school applications.

***Right of Access***

You have the right under the Data Protection Act 1998 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from <https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF. Or email [informationgovernanceservice@halton.gov.uk](mailto:informationgovernanceservice@halton.gov.uk)

***Who can I complain to if I am unhappy about how my data is used?***

You can complain directly to the Council's Data Protection Officer by writing to: Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF'. You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: [www.ico.org.uk](http://www.ico.org.uk)