Privacy Notice

Service Name: School Appeals

Our core data protection obligations and commitments are set out in the council’s Primary Privacy Notice and on our website at Data Protection legislation.

This notice provides additional privacy information for: School Appeals Service

Purpose(s)
We collect your personal information for the following purpose(s):

- Allow for co-ordination of application for school places
- Consider applicant details against the oversubscription criteria for a school
- To ascertain appropriate school place offer for children who are being allocated a place using the Fair Access Protocol

Categories of personal data
In order to carry out these purposes we collect and obtain the following categories of personal data:

- Contact details including name, addresses, phone numbers and email addresses
- Personal demographics (including date of birth, gender)
- Reasons for preferences expressed by parents/carers
- Sibling details – name, address, data of birth
- Looked after and previously looked after children status
- Education and health care plan status
- Previous school history
- Information submitted by parents / carers for their appeal

Legal basis for processing
The legal bases under Article 6 of the GDPR for processing your personal information is:

(e) Public task: the processing is necessary to perform a task in the public interest. This is in accordance with the following:
- In accordance with the School Admissions Code 2014 to process applications for school places
- School Admission Appeals Code 2012
- The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012

The legal bases under Article 9 of the GDPR for processing health data for the specified purpose of School Appeals, which is classed as special category personal data is:
(a) Consent: In applying for the appeal, the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.
Information sharing/recipients
In addition to the general reasons for information sharing described in the Council’s primary privacy notice:

- Schools, Free Schools Academies
- Other local authorities for co-ordination of applications
- Diocesan Boards
- Other Council Teams

We also collect or receive information from external parties such as:

- Schools, Free Schools Academies
- Other local authorities for co-ordination of applications
- Diocesan Boards
- Other Council Teams

Data Transfers beyond European Economic Area (EEA)
All personal data will be processed within the UK

Automated Decisions
All the decisions we make about you involve human intervention.

Data retention/criteria
We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.
We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements.
The data retention period is until 25th birthday of the data subject.

Your rights
Information about exercising your rights can be found on the council’s website Exercising Your Rights

Updates
We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details Data Protection Legislation