

# **School Admissions Privacy Notice**

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# School Admissions Privacy Notice

This notice explains what personal information (data) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

## Who We Are

Southend-on-sea City Council's Admissions Team (admission team) collects, uses and is responsible for certain personal information about you and your child. When we do so we are required to handle the information under the applicable data protection legislation, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). We are responsible as the 'controller' of that personal information for the purposes of those laws.

The admissions team has a legal duty to support schools and parents with the school admissions process and with extended responsibilities within this, such as, monitoring children that are unplaced. The Primary Admissions process includes both entrance to reception (year R) and junior (year 3) and begins in September of each year when applications are submitted, through to National Offer Day in April and up to when the round official ends and waiting lists move to in year processes at the end of August of each year. The Secondary school admissions process (transfer from year 6 to year 7) starting with the registration period for pupils wishing to take the selection test, which begins in June, through to the National Offer Day in March and then to the final hand over to secondary schools for in-year processes at the end of August of each year.

The In Year Admissions process includes all children that move through the school year, across all year groups. In Southend all of the Secondary schools are their own admission authorities and undertake their own in year admissions, there are nine community schools for which the Council is the admission authority and the schools admissions team is the administrator for a number of own admission primary schools. Full information can be found by clicking on the in-year section on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

The admission team work to ensure that every child is offered a school place suitable to their age and within the statutory guidelines, monitor situations where children are not offered a school place, manage waiting lists for a number of primary schools and respond to parental appeals for refused places.

## Personal information we collect and use

### Information collected by us

In the course of offering every child a school place we collect the following personal information when you provide it to us:

- your personal information (such as name, address, contact details)
- your child's personal information (such as name, address, date of birth)
- current school /setting
- school preference information and parent's reasons for selection
- name and date of birth of any sibling already attending a preferred school
- looked after children, adoption, special guardianship order or child arrangement history

- special category information (Education Health and Care Plan status and detail of any Special Educational Need)
- registration and outcome of selection test by CSSE We also obtain personal information from other sources as follows:
- additional admissions related information that you have provided directly to your preferred or offered school (such as attendance at a particular church, details of your child's aptitudes, information about attendance)
- confirmation of looked after children, adoption, special guardianship order or child arrangement history from Virtual Schools
- confirmation of Education Health and Care Plan status from Southend-On-Sea City Council's SEN Department
- the result of any school's own selection test that your child has taken part in

## How we use your personal information

We use your personal information to:

- allocate your child a school place for the following school year through the co-ordinated admissions process. School offers are identified using a semi-automatic decision making process. After schools have manually prioritised applications into their own oversubscription criteria order, Southend-On-Sea City Council's admissions system works out the highest ranked school preference that each child can be offered
- identify schools that you may have approached for a school place during the school year through the in year admissions process and record which schools have made you an offer.
- Preparing a case for presentation in the event you appeal and providing your information to the appeal panel and clerk. You will be provided with a copy of the paperwork in the event you appeal.

## How long your personal data will be kept

We will hold your personal information securely and retain it from the child /young person's date of birth until they reach the age of 25, after which the information is archived or securely destroyed in line with the organisations retention schedules.

## Reasons we can collect and use your personal information

The lawful basis for processing your information is necessary for compliance with a legal obligation and our task in the public interest of providing school places for children to ensure that they receive an education. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

## Who we share your personal information with

- Child's current school, might were appropriate Independent schools
- Other schools including schools that were not named as a preferred school, such as an alternative offer
- Teams within Southend-On-Sea City Council working to improve outcomes for children and young people, were appropriate, the Virtual School, SEN Team;

Social Care, Early Help, Fair Access Panel, CME panel, Elective Home Education team, Appeal clerks and Appeals Panel etc

- Commissioned providers of local authority services (such as education services)
- We will share personal information with law enforcement or other authorities if required by applicable law.
- Under limited and controlled conditions information is shared with, other Local Authorities the police and with national agencies such as CEOP. This is under safeguarding duty as per Schedule 2, part 1, 2(1) Data Protection Act 2018.
- Where an application is unclear and inconsistent, details may be matched against council tax records and in serious cases with the Fraud team. This will be to assist in the prevention and detection of address fraud for the purpose to gain an unfair advantage in the school application system and under Schedule 2, part 1, 2(1) Data Protection Act 2018

## Your rights

As a data subject you have rights which you can exercise free of charge which allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you (subject access request)
- ask us to correct any mistakes in the information we hold about you
- object to direct marketing
- make a complaint to the Information Commissioners Office
- withdraw consent at any time (if applicable)

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you (after we have allocated a place)
- have your information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a service to you.

## Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

If you have any questions about this service please contact the Schools Admission team on [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk) or on 01702 212934.

To find out more about how the Council carries out its data protection responsibilities please view the Councils full privacy notice by visiting [www.southend.gov.uk/privacynotice](http://www.southend.gov.uk/privacynotice) .If you would like to exercise a data subject right or have a query about how we have handled your data, please contact the Data Protection Advisory Service at [dataprotection@southend.gov.uk](mailto:dataprotection@southend.gov.uk)

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under GDPR at [www.ICO.org.uk](http://www.ICO.org.uk)