



## TRANSPARENCY NOTICE - SCHOOL ADMISSIONS TEAM

Both your own and your child's privacy are extremely important to the School Admissions Team so we want you to know exactly what kind of information we collect about you and your child and how we use it.

Please take the time to read and understand this Notice.

We will keep your information (data) secure at all times.

### 1. Who we are:

a) The Controller for the information we hold is Wakefield Council.

Contact details: Telephone: 01924 306112

Email: [dataprotection@wakefield.gov.uk](mailto:dataprotection@wakefield.gov.uk)

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative.

Contact details: David Atkins, Team Manager, Learner Support Services (Admissions, Transport and Free School Meals), Room 42, County Hall, Wakefield, WF1 2QL

c) The Council's Data Protection Officer is the City Solicitor:

Contact details: Telephone: 01924 305211

Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

### 2. How we use your data:

The School Admissions Team needs to collect the following information about you and your child:

- Full name(s), date of birth and address details for your child
- Your contact details, including your name, address, telephone numbers and email address
- Whether your child is or was a Looked After Child, a traveller, an asylum seeker, a refugee, is permanently excluded from school or has a special educational need and/or disability or any other difficulty which may affect their learning
- Who has parental responsibility for your child
- The name of your child's current and/or previous school(s)
- The name of the school(s) you prefer your child to attend and the reason for your preference
- The full name, date of birth and address of any siblings who are already attending the school(s) entered on the application form
- Details of whether you have met with any agencies such as Social Services, Education Welfare Service or any other agencies
- In the case of a school transfer, we will also collect information regarding the child's behaviour, attendance and academic ability whilst at their previous school

We use this information so that we can process your application for a school place for your child.

We will also use this information to defend an appeal against the Council's/school/academy's decision not to offer your child a school place.

Information will also be used to respond to your queries and complaints.

To enable us to provide our service to you we will share your information with Wakefield Council's IT Systems, schools and academies, other teams within Wakefield Council (Special Educational Needs Assessment and Review Team, Education Welfare Service, Social Services, REACH Team, Legal and Governance Services, the Independent Appeal Panel, Home to School Transport Team) other Local Authorities and other partner agencies including the Department for Education and the NHS.

Should you decide not to provide any of the information we request from you we will be unable to process your application for a school place for your child.

### **3. What authority does the Council have to collect and use this information?**

The Council has a statutory duty to collect and process information about children and their parents/carers in accordance with the School Admissions Code and the School Admissions Appeals Code.

The School Admissions Code is made under section 84 of the School Standards and Framework Act 1998 as amended by section 40 of the Education and Inspections Act 2006.

- a) Processing is necessary for the performance of a contract with the Data Subject or to take steps to enter into a contract
- b) Processing is necessary for compliance with a legal obligation
- c) The processing of information is necessary to protect the vital interest of the Data Subject or of another natural person
- d) Processing 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.

### **4. How long will we keep your data?**

Whenever we collect or process your personal data, we will only keep it for as long as necessary for the purpose for which it is collected, including for the purposes of satisfying any legal, accounting, safeguarding or reporting requirements.

We will keep the personal information collected for the purpose(s) detailed in section 2 for the following periods:

- Sixteen years following the child's statutory school leaving age
- The Children Act 1989 states that Looked after Children data has to be kept for 75 years from birth

### **5. Your rights and your personal data**

Under the GDPR you have the following rights:

#### **Right of Access**

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

### **Right to Rectification**

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

### **Right to Erasure**

In certain circumstances, you may have the right to request your personal data is erased.

### **Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

### **Right to Portability**

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

### **Right to Object to Processing**

In certain circumstances, you may have a right to object to the processing of your personal data.

### **Automated Decision Making**

Part of our process includes automated decision making. You have a right to not be subject to a decision based solely on automated processing.

### **Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1.

**6. Further processing** - If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.