

# Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us. We collect personal data to help us operate a fair and efficient school admissions process.

Date of Issue: 11 May 2018

Update History:

11 May 2018	First issue of a new Privacy Notice

Directorate: Communities

Service: Education

Team: Access Planning & Trading; School Admissions & Free School Meals Team

## About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council  
Market Street  
Newbury  
Berkshire  
RG14 5LD

ICO Registration Number: **Z6825178**

<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

## The Data Protection Officer

The Data Protection Officer for West Berkshire Council is:

**James Gore AMBCS BA**

Contact details can be found here: <http://info.westberks.gov.uk/dpofficer>

## What data will we collect about you?

When you make a school admissions application, we collect:

- Parent/Carer details, which may include the following -
  - Names
  - Address
  - Email
  - Telephone number
  - Date of birth
  - Proof of residence (e.g. Utilities Bill, Exchange of contracts confirmation letter, Rental agreement, Assignment order)
  - Date of birth
  - School preferences
  - Reasons for your school preferences

*(\* After an initial application for school admissions, further information may be required – for example: we may ask for evidence to confirm your home address.)*

- Pupil/student details, which may include the following –
  - Names
  - Address
  - Gender
  - Date of birth
  - Name of school, Pre-School, Nursery
  - School exclusion history
  - School attendance history
  - Information about your child that you may have detailed in reasons for your application
  - Supporting letters from relevant professional that provide information about your child to support an application on medical or social grounds
  - Supplementary forms for Voluntary Aided Church School applications:
    - Faith
    - Confirmation of Church attendance
    - Evidence of Baptism

## What will we use your data for?

- To work out your school preferences and process your application in accordance with the school admissions policy (you can read the relevant policies on the Council's website at <http://info.westberks.gov.uk/article/29713> )
  - To share your application details with local authorities and school admission authorities where the school choice is not a West Berkshire Community or Voluntary Controlled School (to enable them to consider your application)
  - To contact and notify parents/carers where they have queries about the application and to let them know the final outcome of the application
  - To notify the allocated school and provide them with your child's details as detailed on the application form and your contact details
  - To maintain waiting lists where parents are not allocated their preferred school or schools
  - Faith schools are legally entitled to ask about the faith of the pupil as part of their application process
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The data you give us will not be used for any other purpose.

### **Who will see your data?**

- Authorised West Berkshire Council staff
- Other relevant Local Authorities if you have applied for school's outside of West Berkshire or if you move to another Local Authority during an admission round
- Your preferred schools where West Berkshire Council are not the Admission Authority
- The school to which your child has been allocated
- Your child's current school (they will be told the allocated school)

### **Why do we do this?**

West Berkshire Council are required by law to coordinate the admissions process for West Berkshire residents and schools in each normal school admission round and for In year admissions for Community and Voluntary Controlled Schools as outlined in the School Admissions Code of Practice - <https://www.gov.uk/government/publications/school-admissions-code--2>

This is a statutory requirement under the School Standards and Framework Act 1998.

West Berkshire Council (in agreement with schools) also coordinates in-year admissions for Academy, Foundation and Voluntary Aided schools, so performs this function on their behalf where such an agreement exists.

### **How long will your data be kept?**

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule ([www.westberks.gov.uk/retention](http://www.westberks.gov.uk/retention)).

### **How is your data stored and processed?**

Your school application information will be held in an electronic database (Capita ONE). All paper applications will be kept in a secure filing unit and the information transferred onto the database, and will be protected from unauthorised access using up-to-date technical and organisational security measures.

### **Transfer overseas**

Your data will not be stored or sent outside of the UK.

### **Your rights**

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form ([www.westberks.gov.uk/dprequest](http://www.westberks.gov.uk/dprequest)) that also allows you to make a request for us to take action about something.

### **Complaints**

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO).

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It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

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

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