

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 to work with you and to understand and plan the services you need.

Date of Issue: 28 March 2018

Update History:

28 March 2018	First issue of a new Privacy Notice

Directorate: Resources
Service: Strategic Support
Team: Democratic Services

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?

We will collect data necessary to administer the School Admission Appeals process. The School Admission Appeal form (completed by a parent) asks for:

- Name of parent
- Name of pupil
- Date of birth of pupil
- Addresses of each (if different)
- Email address of parent
- Telephone number of parent
- Current school
- Allocated school
- Preferred school
- Year group of pupil
- Grounds/reasons for submitting your appeal

We will also ask for any supporting documentation you choose to supply to support your school appeal. This could include:

- Supporting letters from Health Care providers
- Supporting letters from Social Care providers
- Character witness statements
- School reports and exam results

What will we use your data for?

We will use your data solely to administer the School Admission Appeals process and allow the independent appeals panel to make their decision.

We collect the names of parents and pupils to allow them to be identified. The pupil's date of birth and current year group are used to ensure that the correct year group is considered at the preferred school during the appeal process. We collect contact details to ensure we can liaise with parents on the appeal process, and data about school preferences to ensure we understand your wishes with respect to school placement. The grounds and reasons for submitting an appeal, and the supporting documentation, are used by the panel in reaching a decision.

Who will see your data?

- Authorized West Berkshire Council employees in the Education and Strategic Support services
- The school for which you have appealed
- The independent panel members who will consider the appeal
- In the event of a complaint, the Local Government Ombudsman (for local-authority maintained schools) or the Education and Skills Funding Agency (for academies) might compel the Council to share data with them to allow them to investigate

We will not share your information with family members or friends unless you have given us permission to do so.

Why do we do this?

Processing of your data for school appeals is undertaken in line with statutory requirements outlined in the School Admissions Appeals Code published by the Department for Education.

The code specifies that the relevant legislation that supports the requirement of a School Appeals process is:

- The Equalities Act 2010
- The Human Rights Act 1998
- School Standards and Framework Act 1998

West Berkshire Council also undertakes processing in its role as a public authority as necessary in the public interest.

How long your data will be kept?

Your data will not be kept any longer than necessary to decide upon an appeal. 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).

Panel members that consider your application do not retain any data that is passed to them – it is securely destroyed at the point of a decision being made.

How is your data stored and processed?

Your data will be held on the Council's IT system, and is access-controlled to restrict unauthorized disclosure. Your data will be protected using up-to-date technical and organisational security measures.

Transfer overseas

Your data will not be stored or sent for processing 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) 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). 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

END

