



Privacy Notice – School Admissions

Who Will Be Responsible For My Data Once It Is Collected?

Warrington Borough Council will be responsible for the data once it is collected.

Why Do You Need My Information?

Children and young person's data is essential for the Local Authority's operational use. The information collected in relation to your school place application allows us to allocate a school place fairly and in accordance with the School Admissions Code 2021. By completing an application you are agreeing to the processing of personal data for the purposes described in this privacy notice.

What Allows You To Use My Information?

The legal basis for processing your information in line with the General Data Protection Legislation is:

- Article 6 (1) (ii) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions and the task or function has a clear basis in law.
- The School Admissions Code 2021, the School Admission Appeals Code 2022 and the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.

What Type of Information Will Be Processed?

To process school place applications, the following information is collected:

- Personal identifiers (such as name, date of birth, gender, contact details and address)
- School preferences.
- Reasons for requesting a school place.
- Reasons for appealing against the refusal of a school.
- Supplementary information if required by individual school admission policies including baptism certificates and church attendance records.
- Parent name and contact details.
- Details of siblings.
- Current or last education provision.
- Child looked after status or adoption.
- Whether the child has a Statement of educational need or Education, Health and Care Plan.
- Whether the child has been permanently excluded from or had a fixed-term

- exclusion at their last education provision.
- Additional information as required under the council's Fair Access Protocol.

Who Will My Information Be Shared With?

We share pupil information with:

- Education providers to advise them about upcoming admissions.
- Other local authorities, to enable us to co-ordinate the single offer of a school place.
- The relevant Fair Access Panel (primary/secondary) to enable them to appropriately place complex admissions.
- Department for Education to comply with statutory data collections.
- Other teams within the local authority so the school allocation process can be correctly administered and for pupil tracking purposes.
- Independent Admission Appeal Panels.
- Local Government Ombudsman who investigates maladministration in respect of school admission applications and appeals.
- Local health services in order to support the delivery of local and national health initiatives e.g. child immunisation programmes (in accordance with our Information Sharing Agreement);

This is not an exhaustive list, so could include other agencies relevant to you or your families' circumstances.

Do I Have To Provide This Information And What Will Happen If I Don't?

The information is required to enable us to ensure all applications are considered by the relevant admitting authority in accordance with the schools published oversubscription criteria. Where appropriate ensuring those who are refused a place are offered their right of appeal.

If you do not provide the information, we will be unable to determine your application.

How Long Will You Keep This Data For And Why?

Information will only be held for as long as necessary to achieve the relevant purpose unless we are legally required to retain it for a specific period of time.

School application data is held for 25 years from the pupil's date of birth (electronic records) or the end of the school year in which children reach age 25 (historic paper records stored by academic year).

School appeal data is held for 2 years following the conclusion of the appeal.

How Will My Information Be Stored?

The information will be stored on a secure database held by Warrington Borough Council. Historic data is stored securely on site by Warrington Borough Council.

What Rights Do I Have When It Comes To My Data?

Under the Data Protection Act 2018 (General Data Protection Regulation), you might have more rights about what happens with your data.

As different rights apply in different situations each request will be assessed on a case by case basis.

1. **Right of Access (formerly Subject Access Request)** - you have the right under the Data Protection Act 2018 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To request a copy of your data or ask questions about how it is used, please look at our webpage on Requests for Information: <https://www.warrington.gov.uk/access-council-information>.

2. **Right to be informed** – as detailed through this Privacy Notice.
3. **Right to rectification** – you have the right to have personal data rectified if it is inaccurate or incomplete.
4. **Right to erasure** – depending on the legal basis for processing your information, you could have the right to have personal data erased.
5. **Right to restrict processing** – depending on the legal basis for processing your information, you have the right to reduce or stop the processing of your data.
6. **Right to data portability** – depending on the legal basis for processing your information, you have the right to obtain and reuse any electronic data we hold about you.
7. **Right to object to processing** – where processing your personal information is required for the performance of a public interest task (see above), you have the right to object.

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you are not satisfied with how your request has been dealt with, or if the information held about you is incorrect, you should email or write to Warrington Borough Council outlining your concerns.

If you then wish to make a complaint then please contact us using one of the methods below: Use the [online complaints form](#).

- Email us at contact@warrington.gov.uk
- Phone us on: 01925 443322
- Write to us at: Warrington Borough Council, East Annexe, Town Hall, Sankey Street, Warrington, WA1 1UH

You also have the right to complain to the Information Commissioner's Office using the following details: -

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Telephone: 0303 123 1113
Website: <https://ico.org.uk/>

Will This Information Be Used To Take Automated Decisions About Me?

No, your information will not be used to make any automated decisions.

Will My Data Be Transferred Abroad and Why?

No, your data will not be transferred outside of the UK.