



School Admissions Service

DATA PROTECTION

PRIVACY NOTICE

WHO WE ARE

The School Admissions Service provides administrative, clerking and advisory services to admissions authorities relating to school admissions appeals. It also provides training to school admissions appeal Clerks, Panel Members and Presenting Officers from admissions authorities to ensure that school admissions appeals are conducted to the highest standard in compliance with the School Admissions Code and the Schools Admissions Appeals Code.

The School Admissions Service has been active since 2014 and is managed by Elizabeth Wilkins and Elizabeth Clark. It is independent from the Local Authority and from all Admissions Authorities and provides services on their behalf.

From time to time the School Admissions Service may also provide other independent clerical support to schools.

The School Admissions Service is committed to protecting your privacy. This privacy notice explains how we use information about you and how we protect your privacy.

INFORMATION THAT WE HOLD

We receive personal information from any individual submitting a school admission appeal application. School Admission Appeal applications may be received by the School Admissions Service directly from the appellant, or from the admission authority on whose behalf the School Admissions Service is administering the Appeals process. Admission Appeal applications may include the following personal data:

- Name of the individual submitting the appeal
- Contact details (address, email, telephone number) of the individual submitting the appeal
- Name of the pupil for whom an appeal is being submitted
- Date of birth of the pupil
- Family information
- Education details of the pupil
- Lifestyle and social circumstances

The following types of personal data may also be received in the course of administering school admission appeals. This category of information is considered 'special category data' and needs more protection due to its sensitivity.

- Physical and/or mental health details
- Religion
- Ethnic origin

The School Admissions Service also holds personal information about its pool of Panel members who are available to sit for school admissions appeals, including their names and contact details.

The legal basis under which the School Admissions Service holds and processes this information is in the exercise of official authority (School Admissions Appeals Code; Department of Education

Statutory guidance for school leaders, governing bodies and local authorities issued under Section 84 of the School Standards and Frameworks Act 1998). Special category data may be received, held and processed on the condition that processing is necessary for the establishment, exercise or defence of legal claims, where legal claim refers to the legal right to appeal and the legal basis upon which School Admissions Appeals are conducted.

WHO DO WE SHARE YOUR INFORMATION WITH

Personal information submitted in the process of school admissions appeals may be shared with:

- The Local Authority
- The Admission Authority
- Panel Members who will sit at the admission appeal hearing

It is necessary to share the personal information of school admission appeal applications in the process of administering the appeals process, either in the process of compiling the appeal documentation and gathering the necessary information, or in sharing the appeal documentation with Panel Members so that they are able to properly and effectively consider each appeal case.

Panel Members' personal information may be shared with the admissions authority in the process of administering school admissions appeals.

All appellants have a right of access to a copy of any personal data that is held and to have inaccurate personal data amended or destroyed at anytime.

SECURITY OF YOUR INFORMATION

Documentation and all information relating to School Admissions Appeals, the individuals they concern and their administration, are stored digitally on a secure business cloud with password protected access limited to Mrs E Wilkins and Mrs E Clark.

Panel Members, who work on a voluntary basis with the School Admissions Service, have a legal duty to retain the highest level of confidentiality. All Panel members have received and adhere to our guidance relating to confidentiality.

Employees of the Local Authority and the individual Admission Authorities with whom the School Admissions Service may share personal information relating to school admissions appeals adhere to their own employers' confidentiality policies.

All records are kept for two years in compliance with regulations set out by the School Admissions Code. After two years this information is destroyed by secure means.

COMPLAINTS

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact The School Admissions Service at bromleyappeals@gmail.com

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: -

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

www.ico.org.uk