



School Admissions and Appeals Service Privacy Notice

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This Privacy Notice was last updated in May 2023. It is regularly reviewed and may be updated or revised at any time. Please refer to this page for the most up-to-date information [School Admissions and Appeals Service - Privacy Notice \(wigan.gov.uk\)](https://www.wigan.gov.uk/school-admissions-and-appeals-privacy-notice).

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes.

1. INTRODUCTION

Our core data protection obligations and commitments are set out in the Council's Primary Privacy Notice.

This notice provides additional privacy information for the **School Admissions and Appeals Service**.

The Schools Admissions Service is responsible for co-ordinating applications for school places. Ensuring 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.

2. WHAT PERSONAL INFORMATION DO WE COLLECT

In order to carry out activities and obligations as an Admissions Service we may process the following personal information:

- Name
- Title
- Address
- Telephone number
- Email address
- Date of birth
- Gender
- Marital status
- Reasons for preferences expressed by parents/carers
- Siblings
- Looked after and previously looked after children status
- Education and health care plan status
- Previous school history
- Information submitted by parents / carers for their appeal
- Behaviour logs and reports
- Pastoral information
- Medical letters and reports

- Incident reports
- SEND information



Please note that this is not an exhaustive list.

We may also collect, store and use special categories of personal information where this is disclosed by parents/carers, school staff or support agencies. This may include, but is not limited to:

- Race
- Ethnic origin
- Religion
- Health
- Sexual orientation

3. HOW WE USE PERSONAL INFORMATION

The main purposes for processing your personal information are:

- To allow for co-ordination of application for school places
- To consider applicant details against the oversubscription criteria for a school
- To ascertain appropriate school place offer for children who are being allocated a place using the Fair Access Protocol
- To track pupils who may be at risk of being missing from education.

4. LEGAL BASIS FOR PROCESSING

The legal basis we rely on for processing your personal information is:

- Legal obligation in accordance with 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

If we intend to use your information beyond legal obligations or to exercise specific rights we will seek your consent to process your information and full guidance will be provided.

5. WHO DO WE SHARE PERSONAL INFORMATION WITH

In addition to the general reasons for information sharing described in the Council's primary privacy notice, we may share information with the following:

- Schools
- Free Schools Academies
- Other local authorities for co-ordination of applications
- Diocesan Boards
- Other Council Teams, such as Council Tax when there is a need for additional checks to prevent fraud

- NHS Teams, such as School Nurses

We may also collect or receive information from external parties such as:

- Schools, Free Schools Academies
- Other local authorities for co-ordination of applications
- Diocesan Boards
- Other Council Teams, such as Council Tax when there is a need for additional checks to prevent fraud



Please note that this is not an exhaustive list.

6. HOW LONG DO WE KEEP PERSONAL INFORMATION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

We must continue to retain necessary information in accordance with our corporate records policy to fulfil legal, statutory and regulatory requirements.

7. AUTOMATED DECISIONS

All the decisions we make about you involve human intervention.

8. COOKIES

To find out how we use cookies, please see our [Cookies \(wigan.gov.uk\)](https://www.wigan.gov.uk/cookies).

9. YOUR RIGHTS

More information on how to seek advice in order to exercise your rights, raise a concern or complain about the handling of your personal information by the council can be found at [Wigan Borough Council Primary Privacy Notice](#).