

privacy notice for school admissions and school organisation

Our applications for school places and transport are part of a Council service called School Admissions and School Organisation. Information about how the information provided on your application will be used is given below.



If you have any questions after reading this notice please contact:

School Admissions & School Organisation

Children, Families and Schools

East Riding of Yorkshire Council, County Hall, Beverley, HU17 9BA

01482 392100

schooladmissions@eastriding.gov.uk

www.eastriding.gov.uk/school-admissions

East Riding of Yorkshire Council will, on request, provide this document in Braille, audio or large print format.

If English is not your first language and you would like a translation of this document into any other language, please telephone 01482 393939.



EAST RIDING
OF YORKSHIRE COUNCIL

What do we use the information for?

School Admissions and School Organisation uses the information provided by applicants on application forms and associated documents to undertake the Council's statutory functions as identified in legislation (for example, the Education Act 1996, the School Standards and Framework Act 1998, the Education and Inspections Act 2006) and in statutory guidance.

The Council's statutory functions carried out by School Admissions and School Organisation include:

- ensuring the provision of sufficient school places for children resident in the East Riding of Yorkshire;
- acting as the admission authority for community and voluntary controlled schools;
- receiving and processing applications for places at all state funded schools in the East Riding of Yorkshire and for all children resident in the East Riding;
- advising the Council on matters relating to home to school and college transport for children of compulsory school age and students of sixth form age;
- ensuring that the Council's policy on home to school and college transport is administered and applied so that children and students who qualify for support are identified and the transport support provided;
- providing advice and guidance for parents on all of the Council functions for which School Admissions and School Organisation is responsible.

What information do we hold and use?

We collect and process the following information:

- personal information (such as name, title, address including postcode, home telephone number, work telephone number, email address, date of birth, gender, medical information)
- school data information, including pupil data.

On what grounds do we use the information?

School Admissions and School Organisation collect and lawfully process information about schools and children to whom we provide services under the following:

- Children Act 1989
- Education Act 1996
- School Standards and Framework Act 1998
- Human Rights Act 1998
- Children Act 2004
- Working Together to Safeguard Children 2015
- Education and Inspections Act 2006
- The School Information (England) Regulations 2008
- The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012
- The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014
- The School Admissions Code
- The School Admissions Appeals Code
- Home to school and college travel and transport guidance

We process personal data for the following reasons:

- consent has been given for the processing of personal data for one or more specific purposes;
- processing is necessary for compliance with a legal obligation to which East Riding of Yorkshire Council is subject;

- processing is necessary in order to protect the vital interests of you or of another person;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in East Riding of Yorkshire Council.

We process special categories data for the following reasons:

- explicit consent has been given for the processing of the personal data for one or more specified purposes;
- processing is necessary to protect the vital interests of the applicant, the applicant's children or of another person where they are physically or legally incapable of giving consent.

How do we collect this information?

School Admissions and School Organisation collect personal information as part of the process of supporting children, young people and their families. Information will be collected from face-to face meetings, over the telephone, by letter, application forms, online forms and email. Information may also be collected from relevant partner agencies as appropriate.

Who do we share your information with?

School Admissions and School Organisation may share relevant information within the East Riding of Yorkshire Council and various external partners to support schools, children and young people and their families. Services might include:

- schools (including academies and schools in other local authority areas)
- other local authorities
- children's social care
- early years
- youth and family support
- education inclusion services
- welfare rights
- Special Educational Needs and Disabilities (SEND)
- safeguarding unit
- legal department
- educational psychology team
- exclusion reintegration team
- human resources
- council tax
- child health

How long do we store it and is it secure?

The council has retention schedules in place to ensure that information is only held for as long as it is needed. Information on how long your information will be held is available on the Council's website, www.eastriding.gov.uk, on the retention page.

Details of how we keep your information secure are available on the general privacy information page.

What rights do you have?

The rights that you have depend upon the grounds upon which we collected your information. All of the rights you could have are outlined on the council's website on the data protection page. In most cases, people who have been involved with School Admissions and School Organisation will have the following rights:

- The right of access - You are entitled to see the information the service holds about you and can request a copy by emailing data.protection@eastriding.gcsx.gov.uk

- The right to rectification - If you believe any information the service holds about you to be incorrect please email ils.support@eastriding.gov.uk and we will amend the information accordingly.
- The right to erasure/right to be forgotten – The service has determined that all requests to permanently delete a service user record will be dealt with on an individual basis. All requests for deletion should be sent to ils.support@eastriding.gov.uk.
- The right to restrict processing - Should you wish the service to limit how we use your data please email ils.support@eastriding.gov.uk with the reason for your request.
- The right to data portability – The service has determined that there will be no requirement for data portability.
- The right to object - In addition to the right to limit the use of your data, you also have a right to object to the use of your data for certain actions. Should you wish to object please email ils.support@eastriding.gov.uk with the reason for your request.

Where can I find out more?

If you want to know more about how the council uses information, your rights or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Contact details are available on our website's [general privacy information page](#). Alternatively, you can contact the [Information Commissioner's Office](#).