

Student Admissions Privacy Notice

Who is the Data Controller for this processing?

St. Nicholas Catholic High School

What personal and sensitive information do we hold?

The information we will collect and obtain from you is:

Section 1 – Applicant details

- Information about you including your full name and email address
- Whether or not you have parental responsibility

Section 2- Student Information

- Information about the student who is joining the school including the students full name, date of birth, gender, address, postcode and home telephone number.

Section 3- Parent/Carer Information (residing at the same address)

- Information about the parent or carer who is living at the same address as the child including their relationship to the child and full name.
- Whether or not you have parental responsibility

Section 4- Parent/Carer Information (living separately)

- Information about the parent or carer who is living at the same address as the child including their relationship to the child and full name.
- Whether or not you have parental responsibility

Section 5- Sibling Information

- Information about the child's siblings including their name

Section 6- Emergency Contact Details

- Emergency contact details including their name, relationship to child, address and telephone number (s).

Section 7 – Cultural Information

- Your ethnicity
- Religion
- Country of birth
- Nationality
- Language

Section 8- Lunch Arrangements

- Information about your child's food allergies and special dietary requirements

Section 9- Previous Education Details

- Information about your previous school(s) including address, town and telephone number.

Section 10-12 – Medical Information

- Information about your doctors including name, surgery address and telephone number.
- Medical information about your child

Section 13-15- Parental Permissions

- Your consent for the school to give your child paracetamol
- Your consent for using images of children
- Your consent for school trips and off-site activities
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How do we use your personal information?

We use your information for one or more of the following reasons:

- Process your application
- To consider the suitability of your application to which you have applied for and keep you updated
- To provide you with advice and assistance about your application
- To allocate your child a place if your application is successful
- Support pupil learning
- To derive statistics which inform decisions such as providing sufficient school places as required by the Department for Education (DfE)
- Protect pupil welfare
- For research, however this would be in anonymised form unless we ask for your consent to use your personal information for this purpose
- To evidence positive outcomes to central government funding agencies

Who else might we share your personal information with?

Sometimes we may need to share your information, but we will only do so where it is necessary or required by law. We will only share the minimum information for each circumstance.

We may sometimes need to share some of your information with:

- Local Government
- Ofsted
- Government departments or agencies

What is the legal basis for our use of your personal information?

When we collect your emergency contact details, cultural information, sibling information and parental permissions the lawful basis we rely on for using your personal information is:

- You have given us your consent (GDPR Article 6 (a))

When we collect your applicant details, student information, parent/carer information, the lawful basis we rely on for using your personal information is:

- We have a legal obligation (GDPR Article 6 (c))

When we collect your lunch arrangements and medical information the lawful basis we rely on for using your personal information is:

- We need it to perform a public task (GDPR Article 6 (e))

When we collect cultural information about you, we also rely on the following lawful basis:

- You gave us your explicit consent (GDPR Article 9 (2) (a))

The legislation we rely on when using your personal information to meet our legal obligations or public tasks includes but is not limited to:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- School Admissions Regulations 2012
- The Education Act 1998
- The Education Order 1998
- School Admissions Code 2014
- School Standards and Framework Act 1998

Where will we store your information?

Your information will be securely stored on the schools network within our information management system.

How long will we keep your personal information?

We will only use your personal information whilst delivering the service to you and to deal with any questions or complaints that we may receive about this, unless the law requires us to keep it for a longer period. In practice, this means that your information will be kept for the duration of your child's attendance at our school then deleted.

If we need to use your information for research or reports, your information will be anonymised and any information taken from notes (hand written or typed) during any consultation sessions will be securely destroyed. The information will continue to be used in a summarised and anonymised form in any research reports or papers that are published. The anonymised information in the papers may be of historic interest and may be held in public archives indefinitely

Your rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To make a request follow the instructions you can contact the school's Data Protection lead by email, telephone or post:

- Email: v.hill@st-nicholas.cheshire.sch.uk
- By post: St. Nicholas Catholic High School, Greenbank Lane, Hartford, CW8 1JW
- Phone: 01606 70600

How to complain if you are unhappy about how your data is used

You can complain directly to the school's Data Protection lead by email or post.

- Email: v.hill@st-nicholas.cheshire.sch.uk
- By post: St. Nicholas Catholic High School, Greenbank Lane, Hartford, CW8 1JW

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

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 0303 123 1113

Will my personal information be accessible outside the UK?

Should the transfer of personal information outside of the UK become necessary, it will only take place if permitted by law, and then only where there are appropriate safeguards in place to protect the personal information.

Your information is stored within the UK