

Privacy Notice – School Admissions

1. Why do we collect and keep your personal information?

We collect and use your personal information to process your application for a school place or transfer request to a Community or Voluntary Controlled School.

The Processing of your data is:

- Because it is necessary for the performance of this task to do so under section 84 of the School Standard & Framework Act 1998
- Where we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

2. Personal information we collect and use

In the course of offering every child a school place we collect the following personal information when you provide it to us:

- your personal information (such as name, address, contact details)
- your child's personal information (such as name, address, date of birth)
- current school (if applicable)
- school preference information and parent's reasons for selection
- name and date of birth of any sibling already attending a preferred school
- looked after children, adoption, special guardianship order or child arrangement history
- special category information (Health, Special Educational Needs, Ethnic background)

3. How Information about you is used.

The information that you provide will be processed according to the General Data Protection Regulations 2016, and administered to the guidance and requirements of the School Admissions Code (Statutory Code document no 005.2013 – issued July 2013).

We will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost effective way. In order to achieve this, your information will be routinely shared with the following Pembrokeshire County Council services-

Behaviour Support; Early Years; Education Business Support; Education Complaints; Education Welfare Officers; Elective Home Education; Free School Meals; Governor Support; Inclusion; Looked after Children; Priory Learning Centre; Safeguarding; Schools; Schools Data Team; School Transport; Youth Service; 14-19 Service and other council departments as required including Housing & Revenues; Internal Audit and Social Services. Also where applicable with the Pembrokeshire School Appeals Panel. Externally with relevant previous schools; School Health Service and with The Auditor General for Wales. In addition, where applicable, your information will be shared with Ceredigion and Carmarthen County Councils for the purpose of admission requests and school transport arrangements.

We will not make any disclosures to third parties for marketing purposes.

Your data will be secure and confidential at all times and we will only collect the personal information that is required to process the application.

4. How long do we keep hold of your information?

We hold the information for 25 years after receipt of application.

5. Access to my personal information

You can find out if we hold any personal information by making a subject access request under the General Data Protection Act Regulations 2016. To make a request for any personal information we may hold you need to put your request in writing addressing it to:

Access to Records Team
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

6. Your Rights.

Under the General Data Protection Regulations 2016, you have rights as an individual which you can exercise in relation to the information we hold about you:

- The right of access – you are entitled to request access to and a copy of, information we hold about you
- The right to rectification – you have the right to ask to have your information corrected.
- The right to restrict processing may apply – you may request that we stop processing your personal data however, this may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties
- The right to object – this is not an absolute right and will depend on the reason for processing your personal information
- The right to not be subject to automated decision making and profiling

7. Complaints or Queries.

Pembrokeshire County Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

Jo Hendy, Data Protection Officer
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Email: dataprotection@pembrokeshire.gov.uk

Telephone: 01437 764551

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body which oversees data protection law:

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

Email casework@ico.org.uk Telephone No: 0303 123 1113

8. Changes to this privacy notice.

We keep our privacy notice under regular review.