

Privacy Notice for School Organisation - Admissions and Attendance Service

Purpose for processing your information

The School Attendance & Admission service is the coordinator body for the application process for schools and academies and the initial contact point for school admissions related enquires.

We collect the following information:

Information we request from you is for the purpose of processing your school application. These are: full name of your child, date of birth, home address, parent/carers full name, address if different from your child, your contact details including phone numbers and email address, Council Tax number, current or previous education provision, professional supporting documents if relevant to your application, background education history of applying for as an in-year admission, country of origin if a new arrival to the country and length of stay in the UK.

This information is only used for the intended purpose but if we intend to use it for any other purpose; we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, to prevent and detect fraud, or if there is a risk of serious harm or threat to life.

How we collect your information:

The initial application for a school place is submitted online. Additional information will be requested either by letter, email, telephone or face-to-face.

Who the information is shared with:

The School Attendance & Admissions Team may also use your information for other legitimate purposes and may share (where necessary) with other Council departments and external bodies responsible for administering services to children and young people.

Reasons for sharing information with the internal and external bodies will be; to enable the processing of school applications, to fulfil the council's safeguarding duty and comply with the Prevent Strategy, and to provide Central Government bodies with mandatory data returns, The Home Office to notify of potential illegal immigration and the Police may request information at any time as part of a criminal investigation.

Internal bodies are the SEND (Special Educational Needs & Disabilities) team, the Virtual School, the Data Team, the Early Help Service, the MASH Team and Safeguarding service, the Early Years' Service, Governance and Legal Services.

External bodies are schools/academies (previous current and applied for, including Independent/boarding); other Councils/boroughs and the Police. Central Government bodies comprising of the Department for Education, the Local Government Ombudsmen and the Office of the School Adjudicator; the Home Office and the Department of Work and Pension.

For the purpose of validating proof of address, the School Attendance & Admissions Team will refer to data held by any of the services mentioned above, internal Council Tax records, the Housing Team, Parking Services and the Fraud Team.

How long do we keep your information?

The School Attendance & Admissions Team will keep your application record for 3 years. After this time, it will be deleted.

Your rights and access to your information:

You have the right to request a copy of the information that we hold about you. The new General Data Protection Regulation also gives you additional rights about the information we hold about you and how we use it, including the right to:

- Withdraw consent and the right to object and restrict further processing of your data; however, this may affect service delivery to you.
- Request to have your data deleted where there is no compelling reason for its continued processing and provided that there are no legitimate grounds for retaining it.
- Request your data to be rectified if it is inaccurate or incomplete.
- Have your data transferred or copied should you move to another authority
- Not be subject to automated decision-making including profiling

To submit a Subject Access Request, email the CME Team at: CME@harrow.gov.uk

Please contact us if you would like to know more about the information, we hold about you and how we use it. The School Attendance & Admissions Team can be contacted on tel: **0208 396 4515** Monday to Friday.

You have a right to complain to us if you think we have not complied with our obligation for handling your personal information; please visit email the admissions Team at: schoolattendance@harrow.gov.uk. Your concerns will be investigated via the respective Council's complaints procedures.

If you are not satisfied with the Council's response you have a right to complain to the Information Commissioner's Office (ICO). You can visit the ICO website at: <https://ico.org.uk/concerns/handling/>

Changes in your circumstances:

You must notify us immediately if there are any changes in your circumstances and personal details so we can maintain an accurate and up to date record of your information.