

# In Year Admissions Privacy Statement



Approved: Adam Gallagher (DP Manager)

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Responsible Officer: Corporate Services Director

## Privacy Statement

When applying for a school place at any academy within the Archway Learning Trust (hereafter referred to as Trust) we may ask for additional personal information on the In-Year application form.

Applications for faith places at Bluecoat Aspley Academy, Bluecoat Wollaton Academy, Bluecoat Primary Academy and The Nottingham Emmanuel School, will require the collection, processing and storage of special category data relating to the applicant's religious or philosophical beliefs as well as those of their parent/guardian and immediate family.

The categories of information we may process include:

- Personal identifiers and contact data (such as name / surname, date of birth, home address and email or phone contacts);
- Faith commitments (Details of Church / Religious Group, parish priest / minister or equivalent religious leader and level of the child's and / or immediate family's commitment);

## Why we collect and use applicants and their families information

We collect and use this information to determine whether an applicant meets the oversubscription criteria in line with the individual Academy's Admission Arrangements and the School Admissions Code 2021; using faith-based oversubscription criteria and allocating places by reference to faith where the school is oversubscribed. We also process the child and family's data to administer any school appeals, to contact and notify parents/carers in response to applications or queries as well as prevent fraud.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information is to:

- Perform a task in the public interest as set out in law (Public Task)

Additionally, we may process special category data for:

- Reasons of substantial public interest as related to statutory purposes (including but not limited to, The School Admissions Regulations 2012);

## Collecting applicant and family information

We may collect this information via a physical paper based In-Year application form or electronically via 'Microsoft Forms'.

The listed data in this statement is essential for the schools' operational needs. Whilst the majority of pupil information you provide to us is mandatory, some of the information is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if this is optional.

## Storing personal information

We store personal data within our secure network for a defined period of time in line with the DfE's guidance and reflected in our Retention & Destruction Schedule. For more information on our data retention schedule, please contact [DPO@archwaytrust.co.uk](mailto:DPO@archwaytrust.co.uk).

## Who we share this information with

We routinely share personal data of the child and parents and wider family for the purposes outlined in this statement with:

- Religious referees named on the application;
- The local authority;

## Why we share this information

We will only share information with the referee provided on the application in order to inform them of your child's application and to seek their reference as the religious leader named in the application.

We will only share with the Local Authority the names of students on the waiting list, which comes under our legal duty to support in identifying children out of school.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, or to be given access to your child's personal data, contact [DPO@archwaytrust.co.uk](mailto:DPO@archwaytrust.co.uk)

You also have the right to:

- Have your personal data rectified if it is inaccurate or incomplete;
- Request the deletion or removal of personal data where there is no compelling reason for it to be retained;
- Restrict or object to our processing of your personal data (i.e. permit storage but no further processing) in certain circumstances;

Such requests will be processed on a case by case basis. If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance; alternatively the Information Commissioner's Office can be contacted at: <https://ico.org.uk/concerns/>.

For further information about how you can access your personal data please refer to the "ALT Data Protection FOI Policy" viewed at <https://www.archwaytrust.co.uk/about-us/policies/>.

If you require a hard copy of this notice or other documents please get in touch and we will provide assistance.