



BLUECOAT ASPLEY ACADEMY

Privacy Notice - Admissions Supplementary Form



Policy Statement

When applying for a secondary school place at Bluecoat Aspley Academy there may be additional data collection criteria required which we collect through a supplementary application form. Applying for either a Christian or World Faith placement in particular may require the collection, processing and storage of special category data related to the applicant's religious or philosophical beliefs as well as that of their parent/guardian and wider family.

The categories of information that we process include:

- personal identifiers and contacts (such as name, date of birth, contact details and address)
- faith commitment (such as Church / Religious Group and details of parish priest, minister or equivalent religious leader and level of child's and / or wider family's commitment)
- aptitude (through aptitude test)

Why we collect the information of applicants and their families:

We collect and use this information to determine whether an applicant meets the oversubscription criteria in line with the Academy Admission Arrangements and Admissions Code 2021.

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

- to carry out a public task;

In addition, concerning any special category data:

- to fulfil our legal obligations;

Collecting applicant and family information

We collect this information via paper supplementary forms or online through Microsoft Forms.

Pupil data is essential for the schools' operational needs. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. To comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing personal information

We store personal data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule, please contact DPO@archwaytrust.co.uk

Who we share this information with

We routinely share pupil information with:

- religious referees named on the application;
- our local authority;

Why we share this information

We only share information with the religious referee to inform them that you have made an application and that you have named them as a referee.

We only share with the Local Authority the ranking of the application under each criteria as part of the coordinated scheme.

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 be given access to your child's educational record, contact 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 its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing) in certain circumstances;

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 or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.