

## **School Admissions**

### **Privacy Notice**

Portsmouth City Council is a registered Data Controller (Registration Number Z5578313) and tries to meet the highest standards when collecting and using personal information in accordance with data protection law. This privacy notice tells you about how Portsmouth City Council collects and uses personal information in relation to the school admissions process.

### **What information do we collect?**

The types of information we process relating to children include:

- Name
- Date of birth
- Address (current and previous)
- School or nursery (current and previous)
- Gender
- Details of periods if a child was or is 'in care' i.e. looked after by a Local Authority and details of adoption or Special Guardianship Orders and names of social workers involved.
- Details of exceptional social and medical needs provided by parents to meet school admission oversubscription criteria, such as written statements from parents or supporting letters from professionals such as social workers or doctors etc.
- Reasons given by a parent/guardian as to why they want to change a child's school
- Whether or not the child has a Statement of Special Educational Needs or Education Health and Care Plan
- Details of any support received in school from specialist services, i.e. speech and language support etc.
- Names, dates of birth and addresses of siblings in schools
- English language proficiency

The types of information we process relating to parents/guardians include:-

- Name
- Relationship to child
- Address
- Email address
- Contact telephone number

## **Why do we collect your information?**

We collect and use personal information relating to children and their parents/guardians in order to co-ordinate the school admissions process. This includes children moving in the transition period from nursery to Reception (starting full time school), the transition period from Y6 primary school to Y7 secondary school, and children moving school mid-year.

We have specific duties relating to school admissions under the The School Admissions Regulations 2012, The Education Act 1998 and the Education Order 1998.

We do not have a statutory duty to co-ordinate mid-year admissions but schools may choose to delegate this responsibility to the Council. Where this is the case, this information will be published online. We also use the information to prevent and detect fraudulent applications for school places and to help investigate any worries or complaints you may have about our service.

Under the General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal and special category information for the above purposes are:

- Article 6 – General Data Protection Regulation, paragraph 1, (c) processing is necessary for compliance with a legal obligation to which Portsmouth City Council is subject;(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Article 9(2)(g) - Reasons of substantial public interest. We rely on the 'equality of opportunity or treatment' purpose condition from Schedule 1 of the Data Protection Act 2018 when relying on Article 9(2)(g) to process your special category data.

## **How do we use your information?**

- to allocate your child a school place for the following school year through the co-ordinated admissions process for starting school, transfer to junior and transfer to secondary applications. School offers are identified using a semi-automatic decision making process. The admissions system works out the highest ranked school preference that each child can be offered
- to allocate during the school year through the in-year admissions process
- to ensure the integrity of our process

## **Who we share children's and parents/guardians information with**

We routinely share information with the allocated school and with the child's current school in advance of the place being accepted so that the school can make contact as soon as possible.

### **Storing personal data**

We hold personal data on secure systems and premises, and retain it for no longer than necessary. All of our staff undertake mandatory information security and data protection training and understand their obligations with regard to data handling. Access to systems, networks and premises are strictly controlled. All technology is regularly tested and patched to ensure the highest possible level of security.

For more information on our records retention schedule, please [view the corporate retention schedule](#).

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact:

Data Protection Officer  
Portsmouth City Council  
Civic Offices,  
Portsmouth,  
PO1 2AL

Email: [dataprotection@portsmouthcc.gov.uk](mailto:dataprotection@portsmouthcc.gov.uk)

Tel. 023 9282 2251

You also have the right to:

- ask us for access to information about you that we hold
- 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)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>  
Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting

Data Protection Officer  
Portsmouth City Council  
Civic Offices,  
Portsmouth,  
PO1 2AL

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