



## PRIVACY NOTICE FOR APPLICANTS FOR SCHOOL ADMISSION & RECEIPT OF APPLICATION

Dear Parents / Carer

Thank you for your interest in our school and your application for a school place. Your application will be processed after the 15<sup>th</sup> January and will be considered along with the other applications for the same cohort by our Governors in line with our Admissions policy.

Please remember you also need to apply online to the local authority. [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions).

You will receive a response from the local authority on National School offer day.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

Inspiring Primaries Academy Trust is the 'data controller' for our Trust schools for the purposes of data protection law.

Our data protection officer is School Data Protection Officer (see 'Contact us' below).

### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about applicants includes

- Your child's name, date of birth, address and telephone number.
- Names of the persons with parental responsibility
- Details of applications on compassionate grounds or special circumstances that you wish us to consider. This may include any medical conditions, including physical and mental health.

We may also hold data about pupils that we have received from the local authority.

### Why we use this data

We use this data to:

- Administer your application and compare it with our Admissions policy
- Administer admissions waiting lists

### Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily, such as special circumstances as mentioned above.



# Inspiring Primaries Academy Trust

Inspiring pupils to achieve for their tomorrows

CHURCH LANE – GILMORTON – LUTTERWORTH – LEICESTERSHIRE – LE17 5WJ – TELEPHONE: 01455 552343

## How we store this data

We keep your information during the application process. If successful the application form will be kept on your child's personal file. If your application is not successful it will be retained until the end of the Autumn Term in the application year as part of our waiting list.

Your application form will be stored in a secure room or filing cabinet.

If you wish to withdraw your application at any time you can request this and then we will destroy your application form.

## Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about applicants with:

- Our local authority – to meet our legal obligations to share certain admissions information with it. Data is transferred using secure encryption.
- Our Admissions panel of the Local governing body at our Admissions meeting.
- The Leicester Diocesan Board of Education Appeals panel in the case of an appeal application by you.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- School Data Protection Officer
- Email: [schoolDPO@warwickshire.gov.uk](mailto:schoolDPO@warwickshire.gov.uk)
- Postal address:  
Warwickshire Legal  
Services PO Box 9  
Shire Hall  
Warwick  
CV34 4RL