

## **Privacy Notice (How we use your information)**

### **Pupil Admissions**

**The categories of information that we collect, process, hold and share include:**

- Personal information (such as name, date of birth, unique pupil number, current and previous address, telephone number, email address).
- Characteristics (such as gender, ethnicity, disability, SEN status, looked after or previously looked after child status, medical conditions, social care needs).
- Preferred schools (including reasons why), current school, previous school, attendance history, appeal form including grounds for appeal and if the child is electively home educated.
- Behaviour and exclusion information.
- Involvement with other agencies/council services.
- Assessment information (such as current attainment levels).
- Siblings and parents details.
- Identification documents e.g. passport, birth certificate, change of name by deed poll, home office visa, residence permit or asylum seeker reference number.
- Correspondence to and from the parent/carer including complaints.

### **Why we collect and hold this information**

We use this personal data in order to:

- Provide you with the support you need to apply for a school place or other statutory admission related process;
- Enable us to carry out specific functions for which we are responsible;
- Assess the quality of our services;
- Support the safeguarding of your child;
- Evaluate and improve our performance, policies and procedures;
- Derive statistics which inform decisions about future delivery of services and completion of reports for the Department of Education, Education Funding and Skills Agency and Office of the School Adjudicator.
- Comply with the law regarding data sharing.
- To ensure access to appropriate educational funding

### **The lawful basis on which we use this information**

We collect and use your personal information to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

## **Storing this information**

Your personal data will be retained until the year in which your child turns 25 years old, after which it will be confidentially destroyed. Any school admission appeal papers will be held by the Council for 2 years, and will be confidentially destroyed after this period.

## **Who we share this information with**

We could share this information with:

- Other services within Kirklees Council.
- Other relevant organisations, e.g. Schools, Police, health, Admission teams in other Local Authorities.
- Members of the independent appeals panel, where necessary, in accordance with the School Admission Code and the School Admissions Appeals Code
- Government departments e.g. Department for Education, Education Funding and Skills Agency, Office of the School Adjudicator.

## **Why we share this information**

We share relevant information as part of our statutory duties, but also to promote the best possible learning support for children, young people and their families ensuring they can have places, attend and thrive in a school or learning setting. We also share information to make sure children, young people and their families are safe and healthy and so they can benefit from the best learning in Kirklees.

We do not share personal information about you with anyone without consent unless the law and our policies allow us to do so.

## **Further information**

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at [www.kirklees.gov.uk/privacy](http://www.kirklees.gov.uk/privacy)

If you would like further information about this privacy notice, please contact: Sharon Oldfield, Pupil Admissions Manager, Kirkgate Buildings, Byram Street, Huddersfield, HD1 1BY.