

Data Privacy Notice - School Admission Appeals

General Data Protection Regulation

The General Data Protection Regulation (GDPR) is a new law in force from May 2018. Reading Borough Council is required to inform you of the personal data it holds, its reason for holding this data, the length of time it will store this data, and who the data is shared with. Personal data is any data which enables a person to be identified.

Personal Data Held

For school admission appeals, we require an appeal form to be completed by the person appealing and will ask for the following personal data for the purpose of arranging, hearing and determining an appeal:

- The person appealing - name, address, phone number and email address
- Child who the appeal is for - name, date of birth, address, school currently attending (if applicable).

Examples of other personal data that may be included on an appeal form, or submitted in another format, by the person appealing and will be held by the Council for the purpose of hearing and determining an admission appeal are as follows:

- Occupation
- Gender
- Family circumstances
- Medical conditions / health
- Religion
- Baptism certificates
- Court agreements
- Tenancy agreements / mortgage documents
- Proof of address ie utility bills
- Race.

The admission authority for the school appealed for (either the school or Reading Borough Council's School Admissions Team) may submit any relevant personal data relating to the application for a school place as part of its written statement for the appeal.

All correspondence relating to an admission appeal, the notes taken by the Clerk at the appeal hearing, and the decision letter written by the Clerk on behalf of the Appeal Panel will also contain personal data relevant to admission appeals, as referred to above.

We also require a form to be completed by the independent admission appeal panel members who hear and determine school admission appeals and will ask for the following personal data so we can contact panel members about admission appeals, send them the papers, ascertain which category of panel member they should be placed in and establish whether there are any circumstances which could impact on their impartiality in any way:

- Name, address, phone number, email address, current employment (if applicable), previous employment, voluntary experience, schools relatives attend or teach at (if applicable) and any other personal data which could impact on impartiality.

Reason for holding Personal Data

This personal data can lawfully be held by Reading Borough Council so it can carry out its function of arranging for school admission appeals to be heard and determined in accordance with Schedule 24 of the School Standards and Framework Act 1998.

Storage of Personal Data

Reading Borough Council will keep all personal data relating to an admission appeal for a period of two years in accordance with the Department for Education's School Admission Appeals Code. The data is held on secure encrypted laptops and systems and hard copies of appeal data are held in a secure area at the Council's Civic Offices.

If an admission appeal is "settled" (a place becomes available at the school appealed for) before the papers for the appeal have been circulated then Reading Borough Council will not keep any personal data relating to the appeal with the exception of names/addresses, which may remain on admission appeal correspondence and our records for a period of one year.

If an admission appeal is "withdrawn" (the person appealing no longer wishes to proceed with an appeal) before the papers for the appeal have been circulated then Reading Borough Council will keep all personal data relating to the appeal for a maximum period of one year in the event that a person wishes to "reactivate" their withdrawn appeal for the academic year appealed for.

If an admission appeal is "settled" or "withdrawn" after the papers for the appeal have been circulated, the appeal data will be held for a period of two years, as with other admission appeals.

Reading Borough Council will keep all data relating to an independent admission appeal panel member while they continue to serve in this role. Once they cease to be a panel member their form will be kept for a further period of one year as it may be necessary to contact them about any complaints submitted for appeals they have determined previously. Their name and/or address may remain on admission appeal correspondence and the clerk's appeal notes for a further additional year. All of this data is held on secure encrypted laptops and systems.

Sharing of Personal Data

Some personal data will be shared as detailed below:

Reading Borough Council's School Admissions Team and the School appealed for

- Appeal forms, and any other information submitted by the person appealing, may be sent to the Council's School Admissions Team to check the information against the application
- The admission authority for the school appealed for (either the school or Reading Borough Council's School Admissions Team) will be sent a copy of the appeal form, and any other information submitted by the person appealing, because the admission authority is required to produce a written statement in response, to be circulated in advance of the appeal, and a representative will be required to attend the appeal to present the admission authority's case

Admission Appeal Panel Members

- Independent Panel Members appointed by Reading Borough Council who will be hearing the appeal are sent a copy of the appeal form, any other information submitted by the person appealing, the admission authority's written statement and any other information submitted by the admission authority

- This is because an independent panel must determine school admission appeals and must take into account all the information submitted for an appeal in order to make a decision
- Appeal Panel Members are provided with hard copies of appeal data and are aware of its confidentiality and the purpose for which the data has been shared with them. Panel Members hand in their hard copies of appeal data to the appeal Clerk for confidential shredding at the end of appeal hearings

The person appealing will also receive a copy of all the information submitted by them and the admission authority for the appeal.

Contacts

Please contact Sarah Wilson or Amy Bryan, School Admission Appeal Administrators / Clerks, if you have any queries regarding the above:

- Sarah Wilson (sarah.wilson@reading.gov.uk / 0118 9372532)
- Amy Bryan (amy.bryan@reading.gov.uk / 0118 9372368)