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Service Area:	Directorate of Education and Lifelong Learning
Work Area:	21 st Century School, Admissions and Exclusions
Contact Details:	Andrea West westam@caerphilly.gov.uk 01443 864870
Privacy Notice Name:	School Admissions
Description of Privacy Notice:	This privacy notice explains how Caerphilly County Borough Council's School Admissions Service will use personal information you have provided when you contact the School Admissions Service directly or when a contact/referral has been made to the School Admissions Service by another organisation/individual.

How we will use your information

Source and type of information being processed

Caerphilly County Borough Council's School Admissions Service will store personal information relating to you and your child(ren) to administer the school admissions process.

Categories of personal data obtained

The School Admissions Service may obtain the following categories of personal data:

- Name
- Address
- Date of birth
- Gender
- Contact Details
- Council Tax Number
- Medical
- Language
- Special Educational Needs
- Any other relevant school based information

Source of the personal data

Caerphilly County Borough Council School Admissions Service receives and records information from a variety of sources for clearly defined, specific purposes, as outlined below. This information could be received from:

- Yourself
- Schools
- Other directorates within the Authority – Social Services, Council Tax etc
- Police
- Health Authorities
- Education Authorities
- Other Local Authorities
- Regulatory bodies – Children’s Commissioner, Ombudsman
- Partner Agencies
- Medical Professionals
- General Practitioners
- Legal Representatives

If you would like further information on the source of information we hold, please contact us.

Purpose and legal basis for using your information

Purpose of processing

The School Admissions Service uses personal information to assist with the admission or transfer of children to schools, and to ensure the safeguarding and welfare of all pupils wherever necessary.

Legal basis for processing

Caerphilly County Borough Council are the Admissions Authority for all schools in the county borough area, and are responsible for processing all school admission and transfer requests.

There is a public task requirement on public authorities to process your information for this purpose.

The legislation that provides the legal basis for processing will depend on the nature of the referral but may include:

School Admissions Code 2013
School Standards and Framework Act

In order for the processing of personal data to be lawful under the General Data Protection Regulations 2016 (GDPR), a valid condition from Article 6 of the Regulations must be identified, which is outlined below:

1e. 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;

Data Protection legislation provides extra protection for certain classes of information called ‘special category personal data’. If any information falls within the definition of special category personal data then an additional condition from Article 9 of the Regulations must be identified, as outlined below:

6 (1) This condition is met if the processing

- (a) Is necessary for a purpose listed in sub-paragraph (2), and
- (b) Is necessary for reasons of substantial public interest.

(2) Those purposes are –

- (a) the exercise of a function conferred on a person by an enactment or rule of law;

(b) the exercise of a function of the Crown, a Minister of the Crown or a government department.

Data Protection legislation also provides extra protection for personal data in relation to criminal convictions and offences. If any personal data falls within this category then an additional condition from Article 10 of the Regulations must be identified, as outlined below:

36 This condition is met if the processing would meet a condition in Part 2 of this Schedule but for an express requirement for the processing to be necessary for reasons of substantial public interest.

Conditions in Part 2 of the Schedule referred to above are those conditions for processing detailed above under Article 9 conditions for processing special personal data.

Who will have access to your information

Identity of Data Controller and Data Protection Officer

The Data Controller for your information is Caerphilly County Borough Council. The Data Protection Officer is:

Ms Joanne Jones
Corporate Information Governance Manager / Data Protection Officer
Email: dataprotection@caerphilly.gov.uk
Tel: 01443 864322

Other Data Controllers may also be responsible for your information, depending on the specific circumstances. Please contact School Admissions Service for further information.

Details of main users of your information

The main users of your information will be Caerphilly County Borough Council School Admissions Service.

Details of any sharing of your information School Admissions Service will collect and process your personal information to provide a school admissions service. To do this we may need to share information internally with other Teams within the Education Directorate, Council Tax, Electoral Services, Free School Meals Dept, Housing Dept, Social Services and other internal teams that are able to support us to meet your and /or your family's needs. We may also need to share your information with external partner agencies or with other professionals and organisations; in emergency situations we will use your information in order to make the necessary referrals for services.
Education Directorate.

The information you have provided may be used to prevent and detect fraud, and therefore may be shared for this purpose with other sections of the Council, including Council Tax.

Your information may also be shared with other sections of the Council that administer free school meals,

Details of any sharing of your information with other organisations

We will only share information with other organisations if we have a specific purpose and a lawful basis for sharing the information. Any information shared will be minimised and proportionate to the outcome that we aim to achieve. This may include but not limited to:

- Police
- Health Authority
- Family Courts
- Other Local Authorities
- Ombudsman for Wales
- Children Commissioner
- Health Inspectorate Wales
- Social Services
- Welsh Government
- Health & Safety Executive
- 3rd Sector Providers
- Secure Estate (Prisons)
- National Prosecution Service
- Other relevant organisations

All sharing of your personal data with other organisations will be carried out in compliance with data protection legislation.

If you move outside of Caerphilly County Borough area your personal data may be shared with your new local authority to continue supporting you to meet your and /or your family's needs.

Requests for information

All recorded information held by Caerphilly County Borough Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and data protection legislation.

If the information you provide is subject to such a request, where possible Caerphilly County Borough Council will consult with you on its release. If you object to the release of your information we will withhold your information if the relevant legislation allows.

How long will we retain your information

Details of retention period

How long Caerphilly County Borough Council retains information is determined through statutory requirements or best practice. We will keep all your information secure, whether held electronically or paper copies. Your information will only be kept for a specific period of time, after which it will be securely destroyed according to the Council's Record Retention & Disposal Policy.

The nature of information we hold, will determine the length of time we hold it for. Please contact us for further information.

Your Rights (Inc Complaints Procedure)

Your rights under Data Protection law

Data protection legislation gives data subjects (those who the information is about) a number of rights:

- The right of subject access – application forms for this process are available on our website: [SAR Form](#)

- The right to be informed
- The right of rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability
- Rights in relation to automated decision making and profiling.

Further information on your rights is available from: www.ico.org.uk.

To enact your rights please contact the service area detailed on the top of this form.

Complaints Procedure

If you are unhappy with the way that Caerphilly County Borough Council has handled your request / information, you have the right of complaint. Please contact the Service Area detailed at the top of this document outlining your issues.

If you remain unhappy you also have a right of complaint to the Information Commissioner's Office. Please follow this link for further information on the complaints process.

www.caerphilly.gov.uk/My-Council/Data-protection-and-freedom-of-information/Questions-and-complaints