

# Merthyr Tydfil County Borough Council PRIVACY NOTICE SCHOOL ADMISSIONS PROCESS

This notice has been written in accordance with the General Data Protection Regulations and relevant legislation.

## Information Governance Team

**Lisa Richards** - Data Protection Officer

**Sam Bishop** - Data Disclosure and Records Officer

**Rebecca Walsh** - Data Disclosure and Records Officer

Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN

Data.Protection@merthyr.gov.uk , 01685 725000



Cyngor Bwrdeistref Sirol  
**MERTHYR TUDFUL**  
**MERTHYR TYDFIL**  
County Borough Council

Date Created: 25 May 2018  
Responsible Department: Education Department  
Responsible Manager: Sarah Bowen  
Address: Unit 5, Triangle Business Park, Pentrebach, Merthyr Tydfil CF48 4TQ

This privacy notice provides information on how Merthyr Tydfil County Borough Council collects and processes your personal data when the School Admissions Team receives a school admissions form, either online or in paper format from parents who wish to register their child a placement within one of our schools.

Merthyr Tydfil County Borough Council is responsible for deciding how we hold and use personal information we collect. We are required under the data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract to provide services. We may update this notice at any time if we do we will ensure that an updated copy of this notice is made available to you as soon as reasonably practical.

It is important that you read this privacy notice together with our Privacy Standards Policy and full privacy notice which contains more detailed information about our data processing and can be accessed on our website.

This notice relates specifically to how the School Admissions Team supports schools and parents with the school admissions process.

The Pre-Nursery and Nursery Admissions process include entrance into our Nursery provision. The appropriate time to register your child's details is at the age of two. Applications are made by completing a pre-nursery and nursery application form. Details of the Councils Nursery Admissions Process can be found on in the pre-nursery and nursery school admissions section of our website.

The Primary Admissions process includes entrance to reception and begins in September when applications are submitted, through to the end of December and then the final allocation of places is submitted in April.

The Secondary school admissions process includes entrance into year 7 which begins in September through to December. The allocation on places is submitted to you in March.

The Midterm Admissions process includes all children that move through the school year, across all year groups.

We work to ensure that every child is offered a school place suitable to their age, ability and needs.

## **1. IMPORTANT INFORMATION AND WHO WE ARE**

Merthyr Tydfil County Borough Council is the controller and responsible for your personal data. The Council is made up of different departments, details of which can be found on our website. When we mention the department, we are referring to the School Admissions Team who is responsible for processing your data which will be clear to you when you access this service.

This notice applies to children, young people and their parents/guardians submitting applications forms to the School Admissions Team, which includes children and young people of school age and those who will be starting the pre nursery or nursery provisions the term after their third birthday.

Merthyr Tydfil County Borough Council has appointed a Data Protection Officer who can be contacted using the following details:

Mrs. Lisa Richards (Data Protection Officer)

Address: Information Governance Team, Merthyr Tydfil County Borough Council, Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN

Email: [data.protection@merthyr.gov.uk](mailto:data.protection@merthyr.gov.uk)

Tel: 01685 725000

## **2. THE DATA WE COLLECT ABOUT YOU**

We may collect, use, store and transfer different kinds of personal data about you as follows:

your personal information such as name, address, contact details, your child's personal information such as name, address, date of birth, name and date of birth of any sibling already attending a preferred school, registration details as included in the application form.

Educational information such as your child's current school (if applicable), school preference information and parent's reasons for selection, additional admissions related information that you have provided directly to your preferred or offered school such as attendance at a particular church school, Welsh medium school, details of your child's aptitudes, information about attendance.

Education Health and Care Plan status and details of any Special Educational Need this may also include looked after children status, adoption, and special guardianship order or child arrangement history

Geospatial data which relates to the details of your location and whether or not you are residing within the catchment area of your chosen school.

Lifestyle data such as ethnicity, religion, or whether your child identifies as from a Gypsy Traveller Roma background.

Medical information which may include information relating to your physical or mental health, this will also include whether your child is taking prescribed medication and details of their medical condition.

We explain the different methods used to collect this data about you in section 3 of this privacy notice.

### **3. HOW WE USE YOUR PERSONAL DATA**

Prior to the commencement of the school admissions process the Department will receive basic information from the Registrars Department in order to begin an early allocation process to ensure that sufficient places are made available within our nursery and primary school settings.

We use our online and paper based School Admissions Forms to collect your child's personal data. These forms are completed by you, the parent/guardian. We may also receive information from your child's early year's provider or from their current school if we are considering a midterm school admission. The information collected is used to allocate your child a school place for the following school year through the co-ordinated admissions process.

We will use the information you provide to support the admissions application process and allocate a school place to your child. This also includes the appeals process if applicable.

This information is stored in the Education Departments Capita SIM's database where it is updated in accordance with the child's change in circumstances.

We will only use your personal data where the data protection legislation allows us too. These will include the provisions set out under the General Data Protection Regulations and where relevant the Data Protection Act 2018. We will use your personal information in the following circumstances:

Where we need to comply with our legal obligations under the following laws:

The Education Act 2002

The Schools Admissions Code 2013

School Admissions Appeals Code 2013.

Schools Standards and Framework Act 1998

We have a duty prevent and detect fraud, to ensure that the schools admissions process is administered fairly and to prevent people applying for places to which they are not entitled to, out of catchment area for instance or where there is concern over the permanent residency of a child we may verify against other Council records such as Council Tax.

We collect and use your personal information to carry out task's in the public interest relating to the provision of education and education support services or where we use personal data for carrying out our duties in the social protection law field.

We may also process your personal data where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

#### **4. HOW WE SHARE YOUR PERSONAL DATA**

We may share your personal data across the Education Department in order to provide you with the support you require, we will also share your data internally across other Council Departments which include:

- Children's Social Services
- Revenue's and Benefits which includes Council Tax
- Internal Audit
- Registrars
- Legal and Governance Services
- Community Wellbeing Department
- Flying Start Provision

We will also be required to share your child's personal data when you submit an official appeal. We will share the information sent in as evidence with the Appeals Panel which is made up of 3-5 people including a professional, an education representative and a layperson.

There may also be occasions when we are required to share your personal data with external third parties which include:

- Your preferred school as indicated in your admissions form.
- Partner organisations such as doctors, paediatricians, health therapists and mental health workers.
- The Cwm Taf Multi Agency Safeguarding Hub (often referred to as MASH) if we have any concerns regarding your child's safety or the safety of others around you or your child.

There may also be occasions where it may be necessary to share information with the Police, The Child Exploitation and Online Protection Command and Central Government Departments, e.g. The Home Office. We do this in order to safeguard the wellbeing of children, and to establish immigration status.

We will share anonymised, statistical and complete sets of personal data regarding this activity with the Welsh Government for research and statistical analysis performed in order to improve the education services provided to people in Wales.

We will not transfer your data to any countries outside of the European Economic Area. If we do we will inform you as soon as possible and you can expect a similar degree of protection in respect of your personal information.

#### **5. HOW LONG WILL YOU USE YOUR INFORMATION**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. The personal information collected in accordance with the processing detailed in this notice will be retained for from the child or young person's date of birth until they reach the age of 25, with the exception of Statement of Educational Needs information which is kept for 35 years after which the information is archived or securely destroyed. Paper copies of the

admissions forms are retained for 7 years after they have been electronically scanned into our computer systems.

Details of retention periods for different aspects of your personal information are available in our Records Management Policy which is available on our website ([www.merthyr.gov.uk](http://www.merthyr.gov.uk)).

## **6. HOW WILL WE KEEP YOUR INFORMATION SECURE**

We have implemented appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **7. YOUR LEGAL RIGHTS**

Under certain circumstances, you have rights under data protection laws in relation to your personal data including the right to receive a copy of the personal data we hold about you these rights are detailed in the full privacy notice. You also have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues:

Address: Information Commissioner's Office (Wales), 2<sup>nd</sup> Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH  
Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Tel: 029 2067 8400

## **8. FURTHER DETAILS**

If you are looking for more information on how we process your personal data including data security, data retention, individual rights please access our full privacy policy. You can also obtain information directly from Information Commissioners Office website, [www.ico.org.uk](http://www.ico.org.uk).