



# HILLINGDON

LONDON

## **DATA PROTECTION PRIVACY NOTICE FOR School Placement and Admissions Team**

### **Why are we providing this Notice to you**

The Council, in its capacity of Data Controller holds certain information about you and your child or children which it needs to process for the purpose of providing the following service; School Placement and Admissions. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at: [www.hillingdon.gov.uk/privacy](http://www.hillingdon.gov.uk/privacy)

### **What personal data do we hold**

The types of data we hold and process will typically include:

- Personal details (such as name, gender, age, Date of Birth, address, contact details, language, nationality, country of birth)
- Special category characteristics (such as ethnicity and special educational needs)
- Educational history (such as schools previously attended and attendance, attainment and exclusion information)
- Other professional involvement (such Attendance, Early Help, Social Care, SEN and SEN Support)
- EHE History (communication with families, visit reports and evidence of suitable education)

We obtain some of this data directly from you and we may also obtain it from other sources. Where this is the case, we will set out in this Notice the identity and the contact details of the relevant data controller and also the contact details of their data protection officer, where applicable. We will also identify from which source the personal data originates, and if applicable, whether it came from publicly accessible sources.

We will also let you know the recipients or categories of recipients of the personal data, if any. This data may be shared with education providers and other Local Authority services.

### **What is our purpose for processing your personal data**

The School Placement and Admissions Team will use the information you have provided to determine eligibility for a school placement for your child. The team will also use information as stated below for children who are home educated:

- maintain a record of children in Hillingdon who are known to be home educated

- provide advice and guidance to home educating families
- inform families about how to access to services and facilities from other agencies that would generally be delivered via school
- advise and support families who request support with returning children to school or identifying a school place
- make arrangements to establish the identities of children who are not registered at a school and are not receiving a suitable education otherwise
- Analyse service provision and effectiveness and model patterns of service involvement to support future service delivery planning

### **What is the legal basis for our use of your personal data**

We need it to comply with a legal obligation. The School Placement and Admissions Team have a statutory duty to ensure that all children living in Hillingdon are in receipt of education and we will ensure that every child has a school place.

### **What we do if your personal data is sensitive**

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural persons sex life or sexual orientation.

### **For how long will we hold your personal data**

We will only keep your personal data for as long as we need to in order to fulfil the purpose[s] for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations.

### **Organisations that we may share your personal data with**

The circumstances in which the Council may do this are set out in the Council's Generic Data Protection Privacy Notice. Typically the organisations we share your data with are:

- Commissioned providers of local authority services (such as education services)
- Schools
- Schools and In-Year Fair Access (IYFA) panels, when a school place is required at the request of the parent or when a suitable education is not being provided and a school needs to be identified for the purpose of a School Managed Move Panel Attendance Order
- Participation Team
- Department of Education and other government departments, as required

We will share personal information with law enforcement or other authorities if required by applicable law.

Any information shared with, or by, the council will be done so as the law permits, to check the accuracy of information and prevent/detect crime and misuse of public funds. The council must comply with set arrangements ensuring that our education functions are exercised with a view to safeguarding and promoting the welfare of children.

If we intend to process your personal data for a purpose other than that for which the personal data was collected we shall provide you details of that other purpose before we start processing your data.

### **Internal Sharing of data**

- We may share some of your data with other services within the London Borough of Hillingdon working to improve outcomes for children and young people

### **What happens if you provide personal data to us because of a statutory or contractual requirement**

We will let you know of your obligation and also let you know of the possible consequences if you fail to provide it.

### **Your rights**

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or [in very limited circumstances] erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline [0303 123 1113].

If you wish to exercise any of these rights, please contact Laura Palmer, School Placement and Admissions Head of Access to Education. You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

### **Updates**

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

### **Contacting us**

Please contact the School Placement and Admissions Team for further information

School Placement and Admissions Team

4E/09

Civic Centre

High Street

Uxbridge

UB8 1UW

Email: [admissions@hillingdon.gov.uk](mailto:admissions@hillingdon.gov.uk)

Telephone: 01895 556644

### **Statutory Data Protection Officer**

You may also contact our data protection officer for further information:

Raj Alagh, Borough Solicitor and Monitoring Officer

Data Protection Officer

Civic Centre

High Street

Uxbridge

UB8 1UW

E-mail: [ralagh@hillingdon.gov.uk](mailto:ralagh@hillingdon.gov.uk) Telephone: 01895 250617