

Croydon Independent Admission Appeals

Privacy Notice

This Privacy Notice explains the Independent Appeals Service will use your personal information, and how we protect your privacy in compliance with our requirements under the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2018. By personal information, we mean information which, by itself or with other data is available to Croydon Council, can be used to identify you. This Notice applies to any activity involving our use of your personal data, for example, collecting, storing, sharing and destroying it.

For more general information about how the Council uses your information and your data rights, please refer to the Corporate Privacy Notice at www.croydon.gov.uk/privacy.

Lawful Basis of Processing

The Council considers that the lawful basis for processing the data described within this Notice is Article 6 (e) Public Task; as the processing is necessary for the Council to undertake its statutory functions as set out in the School Standards and Framework Act 1998 and relevant Statutory Codes.

What information we collect

We may collect some or all of the following information about you:

- name;
- relationship with the child;
- contact details;
- availability to attend a hearing;
- accessibility requirements;
- whether you intend to be accompanied at the hearing;
- details of relatives or friends accompanying you;
- child's name;
- child's date of birth;
- child's gender; and/or
- additional supporting information you provide including your grounds for appeal and any supporting documents.

Why we collect your information

The information you provide including all of the information collected on your school admission appeal form allows us to arrange your requested appeal hearing in accordance with the [School Admission Appeals Code 2022](#).

This information is required to allow us to process your request and co-ordinate an appeal hearing in accordance with the statutory guidance. We will use the information provided on your appeal form and any supporting information provided by you to set up and complete an appeal hearing:

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- arrange an appeal hearing for your preferred school/s;
- populate or update our education database and appeal process databases; and
- contact you in relation to your appeal.

How we will you store and transfer your

Your appeal form and supporting information will be stored securely by the Independent Appeals Service electronically. Any data shared outside the Council will be transferred in a secure, electronic format.

Personal data will not be retained for longer than necessary in relation to the purposes for which they were collected. Your Admission Appeal records will be securely retained for a minimum of two years in accordance with the School Admission Appeals Code 2022. Following which they will be reviewed with a view to being securely disposed of.

We do not send any information we collect about you outside the United Kingdom.

Who we share information with

The information you provide will be shared with:

- The Admission Authority for the school/s that you are appealing for;
- The school/s that you are appealing for;
- The Independent Appeal Panel; and
- The School Admissions Team.

Any other parties that may be required to be involved in the appeal hearing, for example the Independent Appeal Panel's Legal representatives.

In the event that you make a complaint to the Local Government Ombudsman or Education and Skills Funding Agency (ESFA), the information would need to be shared with these organisations to allow them to investigate your complaint.

Your information may also be used for the following purposes:

- To assist in the development of policy proposals;
- For the prevention and/or detection of crime or fraud;
- To follow up on safeguarding concerns; and
- For research and statistical purposes, where data will be anonymised. For example, the Department for Education.

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How will you contact me?

We will contact you in writing to the postal address provided on your appeal form and we may need to contact you by telephone and/or email in relation to your appeal.

If you require more information about how long we keep your data, please contact the Independent Appeals Service at admission.appeals@croydon.gov.uk.

Requesting access to your personal data

Under GDPR and the Data Protection Act 2018, you have the right to request access to information that we hold about them. To make a request for your personal information, please contact the Council's Information Management Team at SAR@croydon.gov.uk.

Further information

The GDPR and the Data Protection Act 2018 give you a number of rights to control what personal information is used. Information about your individual data rights is listed in the Council's Corporate Privacy Notice available at www.croydon.gov.uk/privacy.

If you have any questions or concerns about the way we collect, store or use your personal information, please contact admission.appeals@croydon.gov.uk

For independent advice about data protection issues, you can contact the Information Commissioner's Office at www.ico.org.uk.

We reserve the right to amend this Privacy Notice at any time and will keep it under review. If we do make any changes, we will post the current version to our website at this address.

Last updated: April 2024