

*This Privacy Notice has been written to inform applicants to be admitted to Naburn Primary School about what the school does with your personal information. This Notice may be subject to change. Note that the local education authority, City of York, may also process personal data in relation to admissions and if so will issue its own notice*

### **Who are we?**

We, Naburn Primary School are a Data Controller as defined by Article 4(7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed, in particular in relation to your application for admission to the school. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with the UK GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01904 554025



*Please ensure you include the name of your school in all correspondence*

### **What information do we collect?**

The categories of information that we collect, hold and share include the following:

- Name and address of applicant pupil
- Names of parents or guardians
- Names of siblings who already attend the school
- Name of current and previous school(s) and attainments while there
- Looked After or Previously Looked After status
- Pupil Premium eligibility

We may also process certain 'special category' data about our pupils including:

- SEN status or ECHP, if available
- Religious observance

## **Why do we collect your personal data?**

We use the information we collect to identify and select candidates for admission to the school.

The personal data that we collect in relation to applications for admission is processed in accordance with Article 6 and Article 9 of the UK GDPR. Our legal basis for processing your personal data, in line with Articles 6(1)(e) and 9(2)(g), is to fulfil the public function conferred on the school, ie to identify suitable candidate pupils and admit them to itself

## **Who do we obtain your information from?**

Much of the information we process will be obtained directly from you. We will also process information received from:

- The pupil's previous school
- City of York Council
- Any previous local education authority
- Department for Education

## **Who do we share your personal data with?**

We routinely share personal data relating to admissions with no-one.

## **How long do we keep your personal data for?**

Personal data of unsuccessful candidates will be retained until all appeals have been exhausted plus six months. Personal data of successful candidates will be added to the pupil database and retained in accordance with the school's Records Management Policy.

## **What rights do you have over your data?**

Under the UK GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process their personal data. This notice fulfils this obligation
- to request access to their personal data that we hold, and be provided with a copy of it
- to request that their personal data is amended if inaccurate or incomplete
- to request that their personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of their personal data is restricted
- to object to their personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[icocasework@ico.org.uk](mailto:icocasework@ico.org.uk) // 0303 123 1113