

**School Admissions
Service Area: Education/ Strategy
Directorate: People**

12/12

We will use the information provided by you in this form, and any other supporting information that you provide in relation to your application, for the administration of the school admissions process. The basis under which the Council uses personal data for this purpose is that it is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council. Information provided by you includes the following special categories of personal data ethnicity and medical information. Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018.

You are not obliged, either by statute or by contract, to provide the information that is requested. However, you will need to complete the form if you wish for your application to be processed.

The information that you provide will be kept up to the date of which the individual reaches the age of 30 as specified in the Council's retention schedule.

The information that you provide will be shared by the School Admissions Team with relevant teams within the local authority, for example but not limited to, SEN, School Transport, education welfare, as well as own admission authority schools directly. The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/>.

The Data Controller is Nottingham City Council, Loxley House, Station Street, Nottingham NG2 3NG. The Data Protection Officer is Naomi Matthews. You can contact the Data Protection Officer at the same above address or at data.protectionofficer@nottinghamcity.gov.uk.

The new data protection law known as the General Data Protection Regulation provides for the following rights as prescribed by the legislation:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data
- A right to request erasure of your data known as 'the right to be forgotten'
- A right to in certain circumstances to request restriction of processing
- A right in certain circumstances to request portability of your data to another provider
- A right to object to processing of data in certain circumstances
- A right regarding automated decision making including profiling

Please note that if you are unhappy with a decision regarding the handling of your data you have the right to complain to the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. See also the Information Commissioners website at <https://ico.org.uk/your-data-matters/>.

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement>