

**Privacy Notice for School
Admissions and Free School
Meals Team**



**Nottingham City Council
Information Compliance**

**Service Area: Delivery
Directorate: Finance and Resources
PN-226**

06/2026

The **School Admissions and Pupil Benefits Team** are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so.

We will use the information provided by you for a number of reasons, depending on the service or reasons for interacting with you. This includes:

- To enable parents to apply for school places, and placing children in the appropriate educational setting.
- To investigate any school admission appeals and to administer the school appeal process.
- To work with the Fair Access Panel
- To respond to consultations on proposed changes to school services
- To use the information provided to check eligibility for free school meals and other related benefits.

- To use local welfare provision data to identify pupils who are eligible for free school meals and share the name of the pupil only with the relevant school, notifying parents of this beforehand and offering parents the option to opt-out.

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your: (this may include all, or some of the following, depending on the service).

- Name of pupil and parent/guardian
- Date of Birth for pupil and parent/guardian
- Address of pupil and parent/guardian
- National Insurance Number for parent/guardian
- Relationship to the school (staff, governor, resident, parent etc.)
- Pupil details (free school meals, SEN etc.)
- Pupil assessments
- Language requirements of pupil and parent/guardian
- Behavioural reports of pupil
- Financial details (bank statements, utility bills and verification of identity, benefit information) for parent/guardian
- Health information if relevant to any application
- Relevant agency of social care involvement

The information we process about you may include the following ‘special categories of personal data’:

- Physical or mental health of pupil and parent/guardian

Lawful basis for processing

The basis under which we use your personal information for these purposes is that this 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
- Necessary for compliance with a legal obligation to which the Council is subject to

These public tasks and legal obligations are a result of the powers and duties contained in:

- Education Act 2011
- Children and Young Persons Acts Page
- School Standards and Framework Act 1998
- School Admissions Code 2021
- School Appeals Code 2022
- Children's Wellbeing and Schools Act 2026
- Children and Families Act 2014

The condition under which we process 'special categories of personal data' is that such use is necessary for reasons of substantial public interest and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law.

In relation to this service, the Council may share your personal information with:

- Relevant Schools or relevant alternative provision providers
- Relevant agency or social care involvement
- School health services
- Other Local Authorities
- Our data processors who provide IT infrastructure.

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. 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 information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You are not obliged by statute or by contract to provide some of the information that is specified here.

How long will the Council retain the data for?

The information that you have provided will be kept for :

- 25 years from your date of birth when the data relates to applications for school places and free school meals.

The Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website: <https://www.nottinghamcity.gov.uk/your-council/about-the-council/access-to-information/information-request/>. You can find the IAR at the bottom of the website under the banner “Nottingham City Council’s Information Asset Register”.

Information Rights

The UK 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

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Data Protection Officer

You can contact the data protection officer at:

Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner's Office

The Information Commissioner's Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

Wycliffe House,
Water Lane
Wilmslow,

Cheshire
SK95AF

www.ico.org.uk

Further Information

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