

## **Leicestershire County Council Fair Processing Notice**

This notice is to tell you about why we need your information and how we will handle it. This notice is for

### **School Admissions and Pupil Services**

#### **What Information do we need from you?**

We need to know the following about you and your children: name, address, gender, contact details, child's name, child's date of birth, child's ethnicity, child's looked after status, educational records, school appeals information, school attended, any special requirements, child's health data.

#### **Why do we need this?**

We need this information

- To provide you with school admissions services and administer and carry out specific functions for which we are responsible including schools appeals, school attendance, school exclusions, children in employment etc.
- Statutory requirements e.g. reporting to Government
- Service delivery
- Service improvement and planning
- Support pupil learning
- Monitor and report on pupil progress
- Regulatory functions
- Comply with the law regarding data sharing

#### **Why are we allowed to process your information?**

Data protection law allows us to process your information within certain conditions. In this case we are using our legal obligations as the lawful condition for us to do this.

We also need an appropriate lawful reason to process sensitive data. In this case we are processing your sensitive personal data because of health or social care requirements under various UK laws including but not limited to:

- Schools Standards & Framework Act 1998
- Children & Families Act 2014
- School Admissions Code 2014,
- School Admission Appeals Code 2012
- Education Act 2002
- Education and Inspections Act 2006,
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012/8
- School Admissions (Infant Class Sizes) (England) Regulations 2012/10
- Education (Reintegration Interview) (Wales) Regulations 2010/2953
- School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012/1033
- Children (Performances and Activities) (England) Regulations 2014/3309

## **Who will we share this with?**

Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to share it with anyone else or use it for anything else. When it is necessary, we may disclose your personal information to the following organisations:

- Relevant internal Departments within the Council
- Department for Education and their agencies
- Schools
- Education Providers including early years providers, pre- and post-16
- Contractors providing education and IT services
- Schools Adjudicator
- Regional Schools Commissioner
- Pupil Referral Units
- Other Local Authorities
- Safeguarding Boards
- Elected members
- Judicial Agencies e.g. Courts
- Members of independent Appeal Panels

## **How will we keep it secure?**

We will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it. We will not send your information outside of the UK

## **How long will we keep it for?**

We will only keep this information for as long as necessary or as the law requires. For this service our current Retention Schedule states that this period is 25 years from last contact.

## **What if something changes?**

If the information you provided changes or your circumstances change, please contact

**School Admissions:** ☎ 0116 305 6684; ✉ [admissions@leics.gov.uk](mailto:admissions@leics.gov.uk)

If we need to change something like who we want to share this information with, we will contact you to let you know.

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