



# Privacy Notice for Parents' of Student Applicants (Admissions)

## Contents

1. Introduction .....	1
2. The personal data we hold .....	1
3. Why we use this data .....	2
4. Our lawful basis for using this data.....	2
5. Collecting this information .....	3
6. How we store this data.....	3
7. Who we share data with .....	3
8. Your rights.....	4
9. Complaints .....	4
10. Contact us .....	5

## 1. Introduction

Under UK data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **applicants**. Further information can be found in the school's Data Protection Policy.

We, Bournemouth School, are the 'data controller' for the purposes of UK data protection law.

Our Data Protection Officer is Mrs L Domeney (see 'Contact us' below).

## 2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about applicants includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- CCTV images captured in school

We may also collect, use, store and share (when appropriate) information about you that fall into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Characteristics (such as ethnicity, language, free school meal eligibility)
- Any safeguarding information (such as court orders and professional involvement)

- Details of any medical conditions, including physical and mental health
- Photographs and CCTV images

We may also hold data about applicants that we have received from other organisations, including other schools, local authorities and the Department for Education.

### **3. Why we use this data**

We use this data effectively to:

- Support applicant requirements when attending the entry tests
- Monitor and report on applicant progress
- Protect applicant welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Comply with the law regarding data sharing

#### **3.1 Use of your personal data for marketing purposes**

We will not use your personal data for marketing purposes.

#### **3.2 Use of your personal data in automated decision making and profiling**

We do not currently process any personal data through automated decision making or profiling (i.e. making decisions solely by automated means without any human involvement or evaluating certain things about an individual through those means).

If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### **4. Our lawful basis for using this data**

We only collect and use applicants' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

We may also process applicants' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use applicants' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using applicants' personal data overlap, and there may be several grounds which justify our use of this data.

#### **4.1 Our basis for using special category data**

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you

- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

## **5. Collecting this information**

While the majority of information we collect about applicants is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local councils
- Government departments or agencies
- Police forces, courts, tribunals

## **6. How we store this data**

We keep personal information about applicants while they are in the entry process for our school. We may also keep it beyond this process at our school if this is necessary in order to comply with our legal obligations.

We have a record retention schedule which sets out how long we must keep information about applicants and is based on the Information and Records Management Society's toolkit for schools. This is available on request.

## **7. Who we share data with**

We do not share information about applicants with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under UK data protection law, we may share personal information about you with:

- Our local authority (Bournemouth, Poole & Christchurch (BCP) Council) – to meet our legal duties to share certain information with it, such as concerns about safeguarding
- The Department for Education (a government department) in order to meet our legal duties to share information with it
- Educators and examining bodies in order to enter students for examinations
- Ofsted (the organisation or “watchdog” that supervises us)
- Suppliers and service providers – so that they can provide the services we have contracted them to do
- Survey and research organisations, for example testing software to support the decision making process for applicants
- Health authorities to fulfil our duty to report certain medical conditions
- Security organisations in order to maintain security of the site, resources and the data we hold
- Health and social welfare organisations in order to access relevant support for you when necessary

- Police forces, courts, tribunals in order to fulfil our duty to aid investigations and any other legal processes
- Professional bodies that support your needs such as entrance test providers

### **7.1 Transferring data internationally**

Should we transfer personal data to a country or territory outside the UK, we will do so in accordance with UK data protection law.

## **8. Your rights**

### **8.1 Parents and applicants' rights regarding personal data**

Individuals have a right to make a 'Subject Access Request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Give you a copy of the information in an intelligible form

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

As an academy, there is no automatic parental right of access to the educational record Bournemouth School holds of your child, though we would seek to support your request where there is no safeguarding risk. If you would like to make a request please contact our data protection officer.

If you would like to make a request please contact our data protection officer (see 'Contact us' below).

### **8.2 Other rights over your data**

Under UK data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## **9. Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

#### **10. Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Mrs L Domeney, Compliance Manager, Bournemouth School, East Way, Bournemouth, BH8 9PY  
[ldomeney@bournemouth-school.org](mailto:ldomeney@bournemouth-school.org)



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1.3	08.11.2023	L Domenev	Annual review Table of contents added Transferring data internationally – 'UK' replaces 'European Economic Area'

### Approvals

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