

Privacy Notice

Admissions Appeals Service



**North Yorkshire
County Council**

This Privacy Notice is designed to help you understand how and why the Schools Admissions Appeals Service processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are we?

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR).

The Schools Admissions Appeals Service is part of the Council's Legal and Democratic Services department. By law:

- if you are refused a place at your preferred school or
- if your child is permanently excluded from school and if the governors at that school uphold the head teacher's decision
- if your child is refused free home to school transport and you feel there are other circumstances that should be considered

Then you have the right to appeal against that decision to an independent panel. The Schools Appeals Admissions Service supports the work of the independent panels (for admissions and exclusions) and Home to School Transport Appeals Committee (for home to school transport).

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
Infogov@northyorks.gov.uk // 01609 53 2526

What personal information do we collect?

Information relevant to an appeal is submitted to the Schools Admissions Appeals Service by the parents or carers of a child who has been refused a place at their preferred school, excluded from their school, or denied home to school transport.

The basic information will include: name; address; age; details of current school; and reasons for submitting an appeal.

The service may also require additional supporting information which can include: supporting letters and details of academic achievement. The service may also be required to process special category information, particularly medical information, if relevant to the appeal.

Why do we collect your personal information?

The personal information is provided by the parents or carers of a child to support their appeal. This information is then put into a standard format so that it can be considered by the independent panel or Home to School transport appeals committee.

Who do we share this information with?

This information is shared with the School Admissions Appeals Service clerk, the School Admissions Service clerk, the school, the three members of the independent panel, home to school transport appeals committee, and the parents or carers of the child on whose behalf they have made an appeal.

How long do we keep your information for?

Data held	Retention period
Admissions Appeals	Two years after panel decision
Exclusions Appeals	Five years after panel decision
Home to School Transport Appeals	Six years after committee decision

What is our lawful basis for processing your information?

Personal data is processed based on legal obligations that the Council is subject to. The Council processes special category data for the above purposes as it considers processing to be in the substantial public interest (legal obligations). The legislation the Council relies on is:

Admissions – School Admission Appeals Code that was issued under s.84 of the School Standards and Framework Act 1998

Exclusions – The School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 and s.52 of the Education Act 2002

Transport – Education Act 1996 and statutory guidance ‘Home-to-school travel and transport 2014’

For More information about how the County Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).