

## **Privacy Notice for Pupil and Student Services**

**DATE 29<sup>th</sup> October 2018  
V1.0**



# Pupil and Student Services

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at [www.bolton.gov.uk](http://www.bolton.gov.uk)

This notice provides additional privacy information for:

- People accessing the Pupil and Student Services
- Partners working with Bolton Council

It describes how we collect, use and share personal information about you

- In relation to Pupil and Student Services
- the types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held will vary dependent on the service used.

## Purpose(s)

We collect your personal information for the following purpose(s):

- processing applications for school places
- processing applications for school admission appeals
- processing applications for assistance towards home to school travel
- identifying children missing education

## Categories of personal data

In order to carry out these purposes we collect and obtain:

- child's name
- child's address
- child's date of birth
- children's education history
- parents name
- parents address
- parents contact details (telephone/email)
- child's medical needs (if necessary)
- child's special educational needs (if necessary)
- parents medical needs (if necessary)

- any other information parents provide for consideration for a school place and/or assistance with travel

## **Legal basis for processing**

The legal basis for processing your personal information is:

- School Standards and Framework Act 1998
- School Admissions Code December 2014
- With regards to special category data (Sensitive), where this is being processed we rely on Article 9(2)(a) and (g) of the GDPR, i.e. explicit consent and substantial public interest.

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you or we may be prevented from complying with our legal obligations.

## **Information sharing/recipients**

We may share personal information about you with the following types of organisations:

- Other services within Bolton Council
- Local councillors or MPs acting on your behalf
- Other Local Authorities
- Schools and academies

We will not normally share your information with organisations other than our partner organisations; however, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Only the minimum information for the purpose will be shared.

As well as information collected directly from you, we also obtain or receive information from:

- Government organisations in relation to safeguarding
- Other local authorities in relation to applications for school places in their area

## **Automated Decisions**

For this service:

- In some circumstances we will make automated decisions:

Processing applications for school places

## Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

## Rights of individuals

You may exercise the rights listed below in relation to the council's use of your personal information.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the council, please contact our Information Governance Team at [information.security@bolton.gov.uk](mailto:information.security@bolton.gov.uk)

If you are still unsatisfied you should contact The Information Commissioner's Office by post at The IOC, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone: 0303 123 1113

## Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details