

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are

[FOR A VA SCHOOL INSERT NAME AND ADDRESS OF SCHOOL]
[FOR A SINGLE ACADEMY TRUST INSERT THE REGISTERD NAME OF THE ACADEMY TRUST COMPANY]
[FOR A SCHOOL WHICH IS PART OF A MULTI ACADEMY TRUST (“MAT”) STATE THE REGISTERED NAME OF THE ACADEMY TRUST COMPANY AND STATE THAT THE ACADEMY TRUST COMPANY IS THE DATA CONTROLLER AND EXPLAIN THAT THE SCHOOL IS PART OF THE ACADEMY TRUST COMPANY]

2. Being a Catholic education provider, we work closely with the School’s Diocesan Authority, the School’s Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is [INSERT NAME OF DATA PROTECTION OFFICER] and you can contact them with questions relating to our handling of the data. You can contact them by [INSERT METHOD OF CONTACT AND CONTACT DETAILS].
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School’s enrolment system, and the data will be retained and processed on the basis of the School’s fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School’s data retention policy.

10. To read about individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by [INSERT DETAILS OF SCHOOL/ACADEMY COMPLAINTS PROCEDURE]. If you are unhappy with how your complaint has been handles, you can contact the Information Commissioners Office via their website at: ico.org.uk.