



## Privacy Notice for Admissions to Voluntary Aided (VA) and Foundation Schools

This Privacy Notice explains how we handle personal information for school admissions. It aligns with our admissions policy, reviewed annually with the Diocese/Foundation as necessary. The local authority and the Diocese may also process personal data related to admissions.

The relevant legislation governing data privacy in the UK is:

- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- The Data (Use and Access) Act 2025 (DUUA)

### What Information Do We Collect?

We collect, hold, and share the following:

- Applicant pupil's name and address
- Parents' or guardians' names
- Siblings' names (if they already attend the school)
- Current and previous school(s) and related attainments
- Looked After or Previously Looked After status
- Pupil Premium eligibility

We may also process certain sensitive information, including:

- Special Educational Needs and Disabilities (SEND) or Education, Health, and Care Plan (EHCP)
- Religious observance, if relevant to the admissions process

For a full list of information categories, refer to the school's Data Map (Record of Processing Activity).

### Why Do We Collect and Use Information?

Under the UK General Data Protection Regulation (UK GDPR), we process personal data based on:

- Article 6(1)(c): Compliance with a legal obligation
- Article 6(1)(e): Task carried out in the public interest

For special category data, we rely on:

- Article 9(2)(a): Explicit consent
- Article 9(2)(c): Vital interests
- Article 9(2)(f): Legal claims
- Article 9(2)(i): Public health purposes (with a legal basis)

## How Do We Collect Information?

We primarily collect information directly from you through application forms and supporting documents. We may also receive data from:

- Your child's previous school
- Local authority admissions teams
- Government departments or agencies
- The Diocese (if applicable)

We will inform you whether providing certain information is mandatory or voluntary, and you can change your preferences at any time.

## Who Do We Share Information With?

We routinely share admissions-related personal data with local authority admissions teams.

## How Long Do We Keep Your Data?

- Unsuccessful applications: Data is retained securely until all appeals are resolved, plus six months.
- Successful applications: Data becomes part of the pupil's record and is retained according to the school's Data Protection Policy and the Information and Records Management Society's toolkit.

## Your Data Protection Rights

You have the right to:

- Access the personal data we hold about you
- Request corrections to inaccurate or incomplete data
- Request deletion of data where it's no longer needed
- Restrict processing of your data
- Object to processing for research, statistics, or direct marketing
- Not be subject to decisions based solely on automated processing

To make a request, contact the School Business Manager, or Data Protection Officer. If you have concerns about our use of your data, contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns>.

## Withdrawal of Consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind or are unhappy with our use of your personal data, please let us know by contacting the School Business Manager on [info@cardinalheenan.com](mailto:info@cardinalheenan.com).

## **Complaints**

If you wish to raise a complaint about how the school manages your personal data, please refer to our Data Protection Policy for further information on the complaints process.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer on [DPO@bywaterkent.co.uk](mailto:DPO@bywaterkent.co.uk)

## **Last Updated**

This version was last updated in November 2025.