

Privacy Notice – School Admissions team

Southwark Council uses your personal data to efficiently and effectively process:

- Your application for admission to school;
- Your request for admission outside of the normal age group where delayed entry is sought for your child;
- Information you provide us when you have changed address; and
- Any further information or enquiries made by you relating to school admissions.

The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, the Education Act 1996 and the School Admissions Code 2014 require us to do this. The council does not need your permission, and failure to tell us your information may result in your school admission related request not being processed and you not being able to access the services we deliver.

Your personal information will only be used by our School Admissions team and in some circumstances may also be shared with other internal or external agencies, as the law allows.

Your personal information is retained by us for up to 25 years unless the child has had a statement of special educational needs/EHC Plan or has been in local authority care in which case longer statutory data retention rules apply. It is then deleted or destroyed securely.

If you are concerned about how the council is using your data, please contact our Data Protection Officer via dpo@southwark.gov.uk or on 020 7525 5000.

More information about your rights is available on our website, or via the Information Commissioner (www.ico.org.uk).