PRIVACY NOTICE
REGISTRATION AND APPLICATION FOR 11+ ADMISSION TO
BISHOP WORDSWORTH'S SCHOOL

1.   **The Law.** Bishop Wordsworth's Church of England Grammar School (the School) is required by the Data Protection Act as clarified by the General Data Protection Regulations (GDPR) to inform parents how information ('data') that they supply on the registration form or by any other means is used and processed.

2.   **Definition of Parent.** 'Parent(s)' also refers to guardian(s) or any person who has parental responsibility for the boy or with whom the boy lives e.g. a foster carer.

3.   **Submission of Form.** Submission of the registration form by a parent will be taken as acknowledgement that the parent has noted the legal reasons below for the storage and processing of the information.

4.   **Personal Data Held.** The data initially collected includes that on the form or later collected.

5.   **Reason for Holding Personal Data.** All registration data is collected, and processed as necessary, in order that the School may comply with the Department of Education School Admissions' Code when considering the admission of boys into the School. The data collected includes information used to determine a boy's priority for a place when there are more eligible applicants than places (see the Admissions Policy and in particular Annex E) and also includes details of any Special Educational Needs (SEN), Medical conditions or personal difficulties in order that the School can determine whether a boy qualifies for exam concessions. Details of a boy's school is required to pass to the Eleven Plus test provider.

6.   **Legal Basis and Purpose for Processing.** The School collects and uses personal data only when the law allows. Some of the reasons listed below for collecting and using personal data overlap and there may be several grounds which justify the use of this data:

   a. To comply with a legal obligation including education legislation.

   b. To perform an official task in the public interest.

   c. To use in a certain way, having gained specific consent.

   d. To protect the individual's or someone else's vital interests.

7.   **Data Retention.** Unless otherwise noted in this statement, registration information will be retained for 24 months in case it is required for an admissions appeal. If required to be retained for statistical purposes it will be anonymised (i.e. all personal details removed that could identify individuals).

8.   **Data Sharing.** Registration information will be shared with other data processors, test providers and admission authorities in order to safeguard the integrity of the testing process and the tests themselves. Any data processor, test provider or admission authority that the School, as the data controller, shares data with for this purpose will be required to comply with all of the requirements of the Data Protection Act and the GDPR.

9.   **Right to Access, Rectify or Erase.** Parents have the right to access or have rectified or erased any of the personal data held (but not erased where the Law requires the School to retain it) and to ask why the School is holding/processing the data, for how long it will be kept, from where it was obtained (if not from them) and with whom it has been or will be shared.

10. **Other Rights.** All individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

   a. Object to the use of personal data if it would cause, or is causing, damage or distress.

   b. Prevent it being used to send direct marketing.

   c. Claim compensation for damages caused by a breach of the data protection regulations.

11. **Identities.** The Data Controller is Bishop Wordsworth's School and the Data Protection Officer is the School's Bursar.

12. **Queries.** Any queries about this notice should be made to the Data protection Officer.

13. **Complaints.** Parents may complain about the School's use of data to the Data Protection Officer and, if not satisfied then to the Information Commissioner's Office at: ico.org.uk/concerns.