

Please complete this sheet and affix a postage stamp.

Do not detach this form from your application.

This form will be date stamped by the School Admissions Team. This will be returned to you and **must** be retained as proof of application.

If this form has not been returned to you within 15 school days of posting, please contact Customer Services on **01225 713010**.

Please
affix a
postage
stamp

Postcode _____

Please complete your name and address above

If undelivered, please return to: The School Admissions Team, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

Please note that this application will replace any previous applications that you may have already submitted, including on line applications.

Please write your child's name and preferred schools in the spaces below:

Child's name _____

First preference _____

Second preference _____

Third preference _____

If this acknowledgement was date stamped as received 31 October 2018 the outcome will be posted to you on 1 March 2019.

If this acknowledgement was date stamped between 1 November 2018 and 9 March 2019 the outcome will be posted to you on the 30 April 2019.

For office use only:

Date stamp

Data subjects' information

This notice is relevant to the School Admission Team.

It explains what happens to your personal data that is gathered.

Wiltshire Council is registered as a data controller with the Information Commissioner's Office. Full details of the registration are available at ICO register of data controllers.

1. Data controller contact details

Queries about data can be sent to Information Governance, Wiltshire Council, Bythesea Road, Trowbridge, Wiltshire BA14 8JN

The council's data protection officer may be contacted through the above address or by email at dataprotection@wiltshire.gov.uk.

2. Purpose of processing

The **School Admissions Team** will process your personal information for the following purposes:

- maintaining our own accounts and records
- provision of education and allocation of school places
- local fraud initiatives
- the provision of social services
- corporate administration and all activities we are required to carry out as a data controller and public authority
- undertaking research
- managing archived records for historical and research reasons
- data matching under local and national fraud initiatives

3. Legal basis for processing data

Our processing is lawful because at least one of the following will apply:

- (a) processing is necessary for compliance with a legal obligation to which the council is subject; School Admissions Code 2014, School Admissions Appeals Code 2012, Education Act 1996, School Standards Framework Act 1998, Infant Class Size Regulations 2012, School Admissions Regulations 2012.
- (b) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the council.

4. Recipients

Where necessary and lawful, or when required by legal obligation, we may share information with relevant professionals in other agencies in pursuance with our legal duties.

- Parents / guardians/ carers or representatives
- Appeal panels
- healthcare, social and welfare organisations
- educators and examining bodies
- service providers and schools
- local and central government
- ombudsman and regulatory authorities
- professional advisers and consultants
- courts and tribunals
- professional bodies
- survey and research organisations
- police forces
- housing associations
- regulatory bodies
- local and central government
- international law enforcement agencies and bodies
- partner agencies, approved organisations and individuals working with the police,

5. Retention period

Wiltshire Council will process your personal data for the above purposes for no longer than necessary. Full details of our retention schedule can be found here.

www.wiltshire.gov.uk/schools-learning-privacy

6. Your rights

Your rights are set out in Articles 13 to 22 of the General Data Protection Regulation 2016 and include:

- The right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances.
- The right to withdraw any consent you may have given to process your personal information.
- The right to complain to the Information Commissioner if you feel we are processing your personal information unlawfully.
- The right to restrict processing activity in certain circumstances.
- The right to object to certain types of processing activity

The information you provide will enable us to carry out our statutory responsibilities as a local authority.

Failure to provide us with accurate information may result in the offer of a school place being withdrawn.