

## **Southend-on-Sea Borough Council**

### **School Admission requests for Proof of Address**

This notice explains what personal information (data) we hold about you, how we collect requests for proof of your residency/address, how we use and may share that information about you. We are required to give you this information under data protection law.

#### **Who we are**

Southend-on-sea Borough Council's Admissions Team (admission team) collects, uses and is responsible for certain personal information about you and your child. When we do so we are required to handle the information under the applicable data protection legislation, including the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). We are responsible as the 'controller' of that personal information for the purposes of those laws.

The admission team work to ensure that every child is offered a school place suitable to their age and within the statutory guidelines, monitor situations where children are not offered a school place, manage waiting lists for a number of primary schools and respond to parental appeals for refused places.

Southend-on-Sea Borough Council takes very seriously any attempt to gain unfair advantage in the admissions process by giving false information, for example providing a false address (full process and expectations published in the Primary and Secondary admission booklets available on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)).

The School Admissions Team follow up all addresses that are unclear or information appears misleading (details on the process and requirements are as published in the respective admission booklets on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions))

#### **How we use your personal information**

We use your personal information to:

- provide the service, such as review the processing of your application form and build the case paper for the appeals panel
- review the service planning and improve the service
- Prevent or Detect of Fraud/Crime
- Research (using anonymised data only unless we specifically request your consent to use identifiable personal data)

#### **How long your personal data will be kept**

Information provided to validate your address will be destroyed once the admission team is satisfied the information supports your application. In the case where information provided does not support the application the documentation provided will be held until the matter is resolved.

#### **Reasons we can collect and use your personal information**

The lawful basis for processing your information is necessary for compliance with a legal obligation and our task in the public interest of providing school places for children to ensure that they receive an education. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

#### **Who we may share your personal information with**

- Child's current school/setting, where appropriate this may include Independent schools
- Previous schools where appropriate
- Teams within Southend-On-Sea Borough Council working to improve outcomes for children and young people, where appropriate, the Virtual School, SEN Team; Social Care, Early Help, Fair Access Panel, CME panel, Elective Home Education team, Appeal clerks and Appeals Panel etc
- Commissioned providers of local authority services (such as education services)
- We will share personal information with law enforcement or other authorities if required by applicable law.
- Under limited and controlled conditions information is shared with, other Local Authorities the police and with national agencies such as CEOP. This is under safeguarding duty as per Schedule 2, part 1, 2(1) Data Protection Act 2018.
- Where an application is unclear and inconsistent, details may be matched against council tax records and in serious cases with the Fraud team. This will be to assist in the prevention and

detection of address fraud for the purpose to gain an unfair advantage in the school application system and under Schedule 2, part 1, 2(1) Data Protection Act 2018

## Your rights

As a data subject you have rights which you can exercise free of charge which allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you (subject access request)
- ask us to correct any mistakes in the information we hold about you
- object to direct marketing
- make a complaint to the Information Commissioners Office
- withdraw consent at any time (if applicable)

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you (after we have run the appeal and the period of 2 years is over)
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways

**We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a service to you.**

## Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

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If you have any questions about this service please contact the Schools Admission team on [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk) or on 01702 212934.

To find out more about how the Council carries out its data protection responsibilities please view the Councils full privacy notice by visiting [www.southend.gov.uk/privacynotice](http://www.southend.gov.uk/privacynotice) .If you would like to exercise a data subject right or have a query about how we have handled your data, please contact the Data Protection Advisory Service at [dataprotection@southend.gov.uk](mailto:dataprotection@southend.gov.uk)

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights at [www.ICO.org.uk](http://www.ICO.org.uk).