

## **Admissions Privacy Notice**

**At St Michael's CE High School as part of the secondary school admissions process, we collect, use and are responsible for certain personal information about applicants for admissions at the school.**

### **Information collected by us**

The information we collect is personal information (such as name, address and parental contact details), information on Looked after children, sibling information, social or medical needs and faith/worshipping information.

In addition we receive information you have shared with the local authority as part of the admissions application process (such as confirmation of looked after children, adoption or special guardianship/child arrangement status and confirmation of EHCP status and current school attended).

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

We use your personal information to prioritise applications according to our oversubscription criteria and to enable us to contact you or your nominated faith leader, your local authority secondary admissions team and your child's primary school.

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

For successful applicants who obtain a place at the school, we will hold your information securely and retain it as part of the pupil record until the pupil reaches the age of 25, after which it will be securely destroyed.

For unsuccessful applicants for places at the school, we will hold your information until the end of first half of the term in which the admission start date is requested. The information will then be securely destroyed.

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

Your local authority (such as Lancashire, Wigan or Bolton)

Admissions team at St Michael's CE High School

Members of the Governing body involved in the admissions process

The Headteacher of the school, Chair of Governors and Clerk to Governors

Your nominated faith leader

Your child's primary school

### **Keeping your information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way.

If you would like more information regarding our processes, please see our GDPR policy available on the school website.