

## **Privacy Notice for Admissions Consultation (organisations/individuals)**

We will keep this privacy notice under regular review; it was last updated in September 2021. When we use your personal data, City of York Council (CYC) complies with data protection legislation, and is the registered 'Controller'. Our data protection notification is registered with the Information Commissioner's Office (ICO) – reference Z5809563.

### **Why will information be collected?**

Between 04 October and 14 November all admissions authorities for schools in York are jointly conducting the annual consultation on admission arrangements for the admissions rounds for applications for entry to Reception, Year 3, Year 7 and Year 12 in September 2023.

As in previous years, a joint consultation exercise means that parents, schools and other interested parties may view and respond to the proposed arrangements in one process and remove the need for each admission authority to consult separately.

We ask for personal information relating to names and contact details for follow up engagement regarding the consultation process. You may choose not to give these details.

There is no obligation to participate in this joint consultation although by opting out you need to be aware of the legal obligations around the consultation, determination and publication of their admission arrangements within the statutory timescales.

If you do not want to participate in this joint consultation please contact: [admissionsconsultation@york.gov.uk](mailto:admissionsconsultation@york.gov.uk).

### **What information will be collected?**

We will ask for information on the following:

- The capacity in which you are using the site
- Your name, address and email
- Relation to the admission arrangements
- Your comments on the admissions consultation

### **What will we do with the information?**

The information we collect will be included with the consultation process including presentations, reports and performance framework.

We may use your personal information to contact you for further information based on the answers provided and wider consultation process.

Any data for publication or use outside of the authorised officers will be anonymised and will not identify any individuals.

We will not use the data for any other purpose than stated and will not disclose to a third party ie other companies or individuals, unless we are required to do so by law for the prevention of crime and detection of fraud, etc.

Online data will be collected using SurveyMonkey. To find out how they use your information, please click [here](#).

### **Where will the information be kept**

We will keep the information you give us and your personal data in the council's secure network drive and make sure it can only be accessed by authorised staff.

### **How long will we keep the information?**

We will keep the information you give us and your personal data for up to three years and then will securely destroy it. Where required or appropriate to, at the end of the retention period, we will pass onto the City Archives any relevant information.

### **Further Processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, we will provide you with a new notice explaining the purpose prior to commencing the processing and the processing conditions. Where and whenever necessary, we will seek your consent prior to the new processing.

### **Your rights**

To find out about your rights under data protection law, you can go to the Information Commissioners Office (ICO) <https://ico.org.uk/for-the-public/>

You can also find information about your rights at <https://www.york.gov.uk/privacy>

If you have any questions about this email, want to exercise your rights, or if you have a complaint about how your information has been used, please contact us at [foi@york.gov.uk](mailto:foi@york.gov.uk) or on 01904 554145 or write to:

Data Protection Officer

City of York Council

West Offices

Station Rise

York

YO1 6GA