

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

This privacy notice was completed in August 2022 and will be regularly reviewed. When we use your personal data, 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 03 October and 13 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 2024.

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.

We are using the information you give us with your consent. You can withdraw your consent at any time by contacting [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?**

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

The information we collect will be included in presentations, statistics and reports. Any presentations, reports and statistics for publication or use outside of the authorised council staff, will be anonymised and cannot be linked back to you, your family or individuals. Reports containing anonymous information may also be shared with the general public and other organisations

Where we use Survey Monkey to process responses, you can find out how they use your information, at [http://www.surveymonkey.com/mp/legal/privacy-policy/?ut\\_source=footer](http://www.surveymonkey.com/mp/legal/privacy-policy/?ut_source=footer)

If you have completed a paper survey, once you complete and return it to us, we will transfer the information you have given us onto the council's secure network and then destroy confidentially the paper copy

If you provide information regarding a Multi Academy Trust admission arrangements, this will be forwarded to the Multi Academy Trust for their consideration when determining their admission arrangements.

### **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 privacy notice, want to exercise your rights, or if you have a complaint about how your information has been used, please contact us at [information.governance@york.gov.uk](mailto:information.governance@york.gov.uk) or on 01904 554145 or write to:  
Data Protection Officer, City of York Council, West Offices, Station Rise,  
York, YO1 6GA