

## Privacy Notice

### What is our lawful basis for processing this data

Public Task

It is in the public interest and our official duty to review student referrals and applications to determine whether we can provide the appropriate care and educational needs.

### What data do we collect

Student applicants:

- Personal identifiers such as name, date of birth, Unique Pupil Number (UPN), Unique Learner Number (ULN), ID (passport or driving licence or birth certificate)
- Characteristics such as gender and ethnicity
- Relevant medical and disability information
- Criminal incidents and records

### Why do we need it and what do we do with it

We hold personal information about student applications to manage the process, assess and confirm a student's suitability at the school

We retain this information securely within the "admissions panel group" as electronic copies on our IT systems.

### How long do we keep it

If the application is unsuccessful, we will hold your data on file for 1 year (should the student wish to reapply). At the end of this period your data is deleted or destroyed.

Successful applicants should refer to our privacy notice for the *Student Data* for information about how their personal data is collected, stored and used.

### Who we share this information with and why

We do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.

### What are your rights

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request (including any identification documents requested).

You have the right to:

1. Ask for a copy of the information that we hold about you;
2. Correct and update your information;
3. Withdraw your consent (where we rely on it).
4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;

6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.

Please see our [Data Protection Policy](#) for further information and for details of how to make a request.

#### **Contact information**

You can exercise the above rights and/or manage your information by contacting us using the details below:

Identity of data controller: Cranbury College

Postal address: Mark Hester, Cranbury College, Cranbury Rd, Reading, RG30 2TS

Email: [mhester@cranburycollege.reading.sch.uk](mailto:mhester@cranburycollege.reading.sch.uk)

Phone: 01189 376847

Our Data Protection Officer is Omnigov Limited and you can contact them at

[dpo@cranburycollege.reading.sch.uk](mailto:dpo@cranburycollege.reading.sch.uk)

#### **Complaints**

If you wish to raise a complaint on how we have handled your personal data, please contact us at [dpo@cranburycollege.reading.sch.uk](mailto:dpo@cranburycollege.reading.sch.uk)

If you are not satisfied with our response you can complain to the Information Commissioner's Office (ICO). The ICO's contact details are below:

Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Phone: 0303 123 1113