



Sharon Oliver Consultancy Ltd

School Admission Appeals

Data Sharing Policy

Our contact details

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Sharon Oliver Consultancy LTD (**SOC Ltd**) provides clerking for school admission appeals, which includes arranging for an Independent Panel to hear school admission appeals.

This policy will work in conjunction with the Panel member privacy notice and the school admission appeal privacy notice.

Who will the data be shared with and why?

- The Panel members who have been assigned to sit on the School Admission Appeal Panel to hear the case for the school and the parent/carer as required by the [School admissions appeals code - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- An external clerk working on behalf of SOC Ltd for the purpose of clerking the appeal hearing (if required).
- The School and the parent/carer will be made aware of the names of the panel members and the clerk.

The Panel and the external clerk will be sent the information set out in the School Admission Appeal privacy notice via secure method.

The Panel and the external clerk must ensure that the documentation is kept in a safe and secure place not photocopied or electronically copied, shown or discussed with to other parties who are not part of the independent panel for the hearing(s) in question.

When the School Admission Appeal hearings have been concluded:

The Panel members must securely destroy the appeal hearing documentation.

The external clerk will be required to securely send SOC Ltd the hearing notes and outcome letter(s). All appeal hearing documentation must then be securely destroyed.