



Sharon Oliver Consultancy Ltd
School Admission Appeal Panel Members
Privacy Policy

Our contact details

Name: Sharon Oliver

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Register in England and Wales - Company No:9647914

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ICO Reference No: ZB005192

Sharon Oliver Consultancy LTD (**SOC Ltd**) provides guidance and training for schools with School Admissions and Appeal compliance and independent clerking for school admission appeals, which includes recruiting and training independent panel members.

The type of personal information we collect

We currently collect and process the following information

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Details of employment – if given
- Connections with schools
- Information on how their experience and or interest will support them in the role of a panelist.
- Information about anything in their private or working life that may call into question their integrity, authority of standing – if given
- Information on criminal offences or cautions – if given
- References received
- Profile of the person for School Admission Appeals
- Bank account details
- National Insurance No

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Applicants complete an application form when applying for the role of a Panel Member and references are taken to ensure they have the skills and integrity required for this judicial function.

- Bank account details and the national insurance number are given when the 1st invoice is sent for panel expenses.

We use the information that you have given us in order to:

- Consider whether the person meets the criteria for a panel membership
- Arrange training as per the School Admission Appeals Code
- Check on availability
- Send out School Admission Appeal documentation when they have been allocated to a panel to hear appeals.
- Pay expenses

We may share this information with:

- A school that is using SOC Ltd clerking services and the Department of Education if requested in order to confirm the recruitment process.
- The name and email address will be shared with other panel members on the same panel and when sending out bulk emails to check on availability and update on appeal compliance.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

We need it to perform a public task, as per the School Admissions Appeals Code 2012.

How we store your personal information

Your information is securely stored in a cloud-based system on a computer and an external hard drive for backup purposes, which is kept securely.

We keep all the information for 2 years after the last School Admission Appeal Panel the person has been part of. Invoices will be kept for accountancy purposes for a period of 7 years. We will then dispose of your information by deleting the secure electronic data.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at - **see contact details on page 1**, if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Name: Sharon Oliver

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Register in England and Wales - Company No:9647914

Phone Number:07495090778

E-mail: info@sharonoliverconsultancy.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

