



## Sharon Oliver Consultancy Ltd

### School Admission Appeals

#### Privacy Notice

##### **Our contact details**

Name: Sharon Oliver

Registered Office: The Firs, Platt House Lane, Fairseat, Sevenoaks, Kent, TN15 7LX

Register in England and Wales - Company No:9647914

Phone Number:07495090778

E-mail: [info@sharonoliverconsultancy.co.uk](mailto:info@sharonoliverconsultancy.co.uk)

Website: [www.sharonoliverconsultancy.co.uk](http://www.sharonoliverconsultancy.co.uk)

ICO Reference No: ZB005192

Sharon Oliver Consultancy LTD (**SOC Ltd**) provides guidance and training for schools with School Admission 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:

- Name of the individual submitting the appeal
- Contact details (address, email, telephone number) of the individual submitting the appeal
- Name of the pupil for whom an appeal is being submitted
- Date of birth of the child
- Family information
- Education details of the child
- Lifestyle and social circumstances
- Information about the pupil's application

The following types of personal data may also be received while administering school admission appeals. This category of information is considered 'special category data' and needs more protection due to its sensitivity.

- Physical and/or mental health details
- Religion
- Ethnic origin

### **How we get the personal information and why we have it**

Schools that use the clerking services provided by SOC Ltd will send Sharon Oliver, Director at SOC Ltd a copy of the appellant's school admission appeal form and any supporting documentation received. Appellants may also send additional supporting documentation to SOC Ltd directly.

The legal basis under which SOC Ltd holds and processes this information is to comply with the School Admissions Appeals Code 2012. Special category data may be received, held and processed on the condition that processing is necessary for the establishment, exercise or defense of legal claims, where legal claim refers to the legal right to appeal and the legal basis upon which School Admission Appeals are conducted.

**We use the information that you have given us in order to:** manage the School Admission Appeal process as required by the [School Admission Appeals Code 2012](#).

### **We may share this information with:**

- The Admission Authority
- Panel members who will be part of the Independent Appeal Panel hearing the appeal.
- An external clerk working on behalf of SOC Ltd assigned to the hearing.

### ***See Data sharing policy***

### **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 Admission Appeals Code 2012

### **How will your personal information be stored?**

SOC Ltd will securely store your information in a cloud-based system on a computer and an external hard drive for backup purposes, which is kept for a period of 2 years after the date of the appeal hearing as required by the School Admission Appeals Code 2012. We will then dispose of your information by deleting all the data securely.

## 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 page 1 for details 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 Consultancy Ltd

Registered Office: The Firs, Platt House Lane, Fairseat, Sevenoaks, Kent, TN15 7LX

Register in England and Wales - Company No:9647914

Phone Number:07495090778

E-mail: [info@sharonoliverconsultancy.co.uk](mailto: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>

