



Believe Succeed Together

## Privacy Notice (Admissions)

### Who will control my data?

The Data Controller for all of the information you provide on your Appeal Form is **Eastwood Park Academy Trust (EPAT)**.

The postal address of EPAT is: **The Eastwood Academy, Rayleigh Road, Leigh-on-Sea, Essex, SS9 5UU.**

### Where can I get help?

If you need help completing the Appeal Form, please contact the Academy's Admissions Department on 01702 524341 or e-mail [admissions@eastwood.southend.sch.uk](mailto:admissions@eastwood.southend.sch.uk)

### Why are you collecting information about me and my child?

All of the information collected on your Appeal Form allows us to arrange your requested appeal hearing in accordance with the [School Admission Appeals Code](#).

### What information is needed?

The questions on the Appeal Form are all required to allow us to process your request and co-ordinate an appeal hearing in accordance with the statutory guidance. We will use the information provided on your Appeal Form, and any supporting information provided by you, to set up and complete an appeal hearing.

### How will you use the data and information I provide?

The information you provide on your Appeal Form and any supporting papers will be used to:

- Arrange an appeal hearing.
- Populate or update our appeals database.
- Contact you in relation to your appeal.

We may also use the information you provide for the following purposes:

- To assist in the development of policy proposals.
- For the prevention and/or detection of crime or fraud.
- To follow up on safeguarding concerns.
- For research and statistical purposes, where data will be anonymised.

### **How will you contact me?**

We will contact you in writing to the postal address provided on your Appeal Form and we may need to contact you by telephone and/or email in relation to your appeal.

### **Who will you share the data and information with?**

The information you provide will be shared with:

- The Eastwood Academy Admissions Department.
- The Independent Appeal Panel.
- Any other parties that may be required to be involved in the appeal hearing, e.g. the Independent Appeal Panel's legal representatives.
- In the event that you make a complaint to the Local Government Ombudsman or Education Funding Agency, the information would need to be shared with these organisations to allow them to investigate your complaint.

### **How will you store and transfer the data and information?**

Your Appeal Form and supporting information will be stored securely by the Academy's Admissions Department. Any data shared outside the Academy will be transferred in a secure, electronic format.

### **How long will you keep this information for?**

Your Appeal Form and supporting information will be retained in accordance with the Trust's Records Retention Policy.

### **What are my data rights?**

Your personal information belongs to you and you have the right to:

- Be informed of how we will process it.
- Request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way).
- Have it amended if it is incorrect or incomplete.
- Have it deleted (where we do not have a legal requirement to retain it).
- Withdraw your consent if you no longer wish us to process.
- Restrict how we process it.
- Object to us using it for marketing or research purposes.
- Object to us using it in relation to a legal task or in the exercise of an official authority.
- Request that a person reviews an automated decision where it has had an adverse effect on you.

### **How do I exercise my rights?**

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact our Data Protection Officer (DPO) who is **Lauri Almond** via [igs@essex.gov.uk](mailto:igs@essex.gov.uk) and/or 03330 322970.

In the event that you no longer wish us to process the information for the purposes described in this Privacy Notice, you may withdraw your consent at any time by giving us written notice. You should understand, however, that we may nevertheless need to continue processing some or all of your personal information in accordance with our statutory obligations.

**What if I do not agree with something?**

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint, please refer to the Complaints Policy which can be accessed via EPAT's website <http://www.epat.education/index.php/policies-and-statements/other>

If you remain unhappy with our answer to your complaint, then you can complain to the Information Commissioner's Office:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.