

## PRIVACY NOTICE

### Admissions privacy notice

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

### Who we are

The London Academy of Excellence Tottenham (LAET) collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Nathan Hatch.

LAET's Admissions Team supports schools and parents with the school admissions process. The Admissions process begins in October when applications are submitted, through to Enrolment Day in August and then the final allocation of places in September.

The In Year Admissions process includes all children that move through the school year, across all year groups.

### Personal information we collect and use

#### Information collected by us

In the course of the admission process we collect the following personal information when you provide it to us:

- your child's personal information (such as name, address, date of birth and any photo of their likeness that is provided with their application)
- your personal information (such as name, address, contact details)
- current school
- looked after children, adoption, special guardianship order or child arrangement history
- special category information (Education Health and Care Plan status and detail of any Special Educational Need)

#### How we use your personal information

We use your personal information to:

- allocate your child a school place for the following school year through the admissions process providing all requirements are met in accordance with our Admissions Policy
- facilitate school admission appeals for LAET

#### How long your personal data will be kept

We will hold your personal information securely throughout the admissions process and retain it until the end of the appeals process, after which the information is transferred to the school MIS upon enrolment or archived or securely destroyed in the event of non enrolment.

#### Reasons we can collect and use your personal information

We collect and use your personal information to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

## Who we share your personal information with

We share your personal data with:

- Our admissions system providers – Applica
- Our MIS provider - Bromcom

We will share personal information with law enforcement or other authorities if required by applicable law.

## Your rights

Under GDPR you have rights which you can exercise free of charge which allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you (subject access request)
- ask us to correct any mistakes in the information we hold about you
- object to direct marketing
- make a complaint to the Information Commissioners Office
- withdraw consent at any time (if applicable)

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you
- have your information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, [see the guidance from the UK Information Commissioners Office \(ICO\)](#) on individuals' rights under GDPR.

If you would like to exercise a right, please contact the Data Protection Officer at [dpo@laetottenham.ac.uk](mailto:dpo@laetottenham.ac.uk).

## Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## Contact

Please contact the Data Protection Officer, Nathan Hatch at [dpo@laetottenham.ac.uk](mailto:dpo@laetottenham.ac.uk) to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for. You can also write to Data Protection Officer, London Academy of Excellence Tottenham, Lilywhite House, 780 High Road, London, N17 0BX.

GDPR also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the [Information Commissioner](#) who may be contacted on [03031 231113](tel:03031231113).

**We will not give information about you to anyone else outside the School without your consent unless the law and our rules allow us to.**

We are required by law to pass on some of this data to:

- the Department for Education (DfE) - If you require more information about how the DfE store and use this data please go to the following website:  
<http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data>

If you are unable to access this website, please contact the DfE as follows:

Public Communications Unit

Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)

Telephone: 0370 000 2288.