Use of Information - Data Protection and Security

When might we share your application information?

Full details of how your data is used can be found in our Privacy Notice: available on the Schools section of our website or on request.

In order that your application can be processed in accordance with your wishes, Cheshire East Borough Council will share your personal information within the Local Authority, with other relevant local authorities and with relevant schools. Relevant local authorities include your home local authority i.e. the authority where you live and local authorities where the schools named on the application form are located; relevant schools include the schools listed as preferences and the current or most recent school.

Cheshire East Borough Council has a duty under the Children’s Act 2004 to work with partners to provide and improve services to children and young people in the area. Therefore, Cheshire East may also use the information provided for admission to school for other legitimate purposes, which may necessitate the sharing of information held with other boards responsible for administering services to children and young people within the local authority including School Transport, Social Care and Health and also partners in Public Health.

The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of crime, including fraud. This may necessitate sharing information with other local authorities, government departments and law enforcement agencies.

Data Security

All admissions application data is stored securely and maintained in accordance with Data Protection Legislation. Applicants who choose to make their applications on the paper form will have their details entered electronically by Cheshire East Council office.

Verification of Address Details

To ensure that school places are allocated correctly, other Council records may be used to verify the address provided on your application form.

Protecting Data

The General Data Protection Regulations (GDPR) is a law designed to protect the privacy of individuals, in particular with regards to the processing of their personal information. GDPR covers manual (paper) records as well as those held on computer.

Cheshire East Borough Council will ensure that any personal or sensitive information given to them for the purpose of School Admissions will be held in accordance with the GDPR and its six principles, which are:

- Processing must be fair, lawful and transparent;
- The information we obtain must be for specific and lawful purposes;
- The information must be adequate, relevant and not excessive for those purposes;
- The information must be accurate and kept up to date;
- We must not hold the information for longer than is necessary;
- The information must be subject to the appropriate technical and organisational security measures;

In addition GDPR makes additional provision that:

- We must process information in accordance with your rights;
- We must not transfer the information outside the European Union unless the country in question provides adequate security.

Schools Data Protection

Under the GDPR, schools are data controllers and are responsible for registering individually with the Information Commissioner’s Office as well as complying with the six principles of the GDPR when using, storing and protecting personal data.

Freedom of Information

All information held by Cheshire East Borough Council is subject to the Freedom of Information Act 2000. Potentially any information held may be released to the public upon receipt of a request. Personal data will be assessed under the requirements of the GDPR and will only be released if it does not incur a breach of any of the data protection principles.