



THE COLNE

COMMUNITY SCHOOL & COLLEGE

Privacy Notice – Student Applicants to the Schools or Colleges

What is the service being provided?	Determining who is entitled to a place in The Colne Community School and College in accordance with our published Admissions Policy.				
What personal data do we need from you?	Name	Address	Date of Birth	Email address	
	Gender	Name of parent / guardian	Telephone numbers		
	Current/Previous Schools	Whether resident within the UK, EU/EEA	Proofs of address		
	For college applicants:				
	<ul style="list-style-type: none"> • Your predicted Key Stage 4 results and/or actual results. • Subjects currently studied for public examinations • Subjects you wish to study in the College 				
Who will be using your Personal Data?	Who is the Data Controller?		The Colne Community School and College		
	Who is the Data Controller's Data Protection Officer?		Lauri Almond – Essex County Council		
	Are there any Data Processors?		Yes	<input type="checkbox"/>	No
	Who are they?				
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s):		Statutory Duties		
	The Legal Condition(s):		Statutory Duties and Substantial Public Interest.		
Who else might we share your data with?	Your current/previous schools. Your parents. If successful, please refer to the privacy notice regarding students.				

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Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?		No						
How long will your data be kept?	When will it stop being used?		If application is unsuccessful: Date of resolution (following appeals if applicable) + 1 year. If application is successful: date of admissions + 1 year.					
	How long after this will it be deleted?		See above.					
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase (only if withdrawn)	<input checked="" type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly to us:	This is the reason why we are allowed to ask for it and use it:		Statutory Duty					
	This is what could happen if you refused to let us use your data for this purpose:		Application would be treated as withdrawn.					
As you are not giving your data directly to us:	This is who is giving us your personal data:		Local Authority / Feeder schools, DfE					
	This is a source of personal data open to anyone		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>		
	These are the categories of personal data being given to us		Confirmation of your GCSE (or equivalent) results, Basic demographics, e.g. name, address, DoB, parental contact details					
Visit the following links for more information about Privacy Law, our obligations and your Rights:								
The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016								
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:								
Postal Address	Information Governance. County Hall (B2). Chelmsford. CM1 1QH							
Email	DPO@essex.gov.uk							
Phone Number	0333 032 2970							
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:								

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Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113

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