

## **Privacy Notice - How we use your information**

Calderdale Council is registered with the information Commissioners Office (ICO) under the provisions of the Data Protection Act 2018. The Council takes its responsibilities under the Act very seriously.

The information provided by you is required to enable Calderdale Council to carry out the School Admissions process. Providing the information constitutes explicit consent from you for Calderdale Council to process your data for this purpose. Processing is necessary for compliance with a legal obligation to which the controller is subject. The information provided by you may be shared within Calderdale Councils Adult & Children's Services, Admissions teams within other Councils, the Department for Education, ESFA, NHS, Schools and Early Years providers.

You may withdraw this consent at any time by writing to Service Manager, School Admissions, Westgate House, Halifax, HX1 1PS or email [cyps.admissions@calderdale.gov.uk](mailto:cyps.admissions@calderdale.gov.uk) and mark for the attention of the Service Manager. In addition you have the right to see what information is held about you, to have inaccurate information corrected, to have information removed from our system unless we are required by law or a statutory purpose to keep it and the right to complain to the Data Protection Officer if you feel that your data has not been handled in accordance with the law.

The Councils Data Protection Officer is Tracie Robinson and can be contacted at [information\\_management@calderdale.gov.uk](mailto:information_management@calderdale.gov.uk).

This information will be held on record by Calderdale Council for the current academic year + 6 years or removed at your request.