School Admissions Appeal Tribunals

Privacy notice

The School Admissions Appeals Tribunals are administered by the Education Authority (EA) as part of its statutory functions.

This notice tells you about your rights and what to expect when the EA collects personal information for the purposes of administering school admission appeals. It applies to information we collect about:

- Appellants (parents)
- Pupils

Contact details

The Data Protection Officer, Education Authority, 40 Academy Street, Belfast. BT1 2NQ.

Email: feedback@eani.org.uk

Visitors to our website

When someone visits the website we collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. We collect this information in a way which does not identify anyone. We do not make any attempt to find out the identities of those visiting our website. We do not associate any data gathered from this site with any personally identifying information from any source.

If we collect any personally identifiable information through our website, it will only be used for a service you have requested, e.g. for an email alert or to make an appeal.

People who use our services

We have to collect the details of the people who have requested the service in order to provide it. However, we will only collect the minimum information we need and use these details to provide the service the person has requested and for other closely related purposes.
Making an appeal

We collect and hold this data as the law says we must to perform this particular duty, which is administering school admission appeals. We will keep personal information secure and for as long as we should in line with the legislation that relates to us and EA’s retention policy.

This means:

- We collect from you what we need to have in order for you to make an appeal. In some circumstances, if it is part of your case/evidence that you send to us, you may include ‘special circumstances’ data, for example about your child’s medical condition or any special educational needs he or she may have.
- We have to let the school whose decision you are appealing against know about your appeal and share with them the information we receive from you.
- We also have to share the information we receive from you with the Tribunal panel members so that they can carry out their statutory functions.

We make other, related uses of your data so that we can perform our official duties as best we can, in the public interest.

- We may need to contact the school to clarify some information with them, which helps us to deal with your case as quickly as we can.
- We keep your case papers and those of the school for five years after the appeal has been decided, in case there is any legal challenge to the tribunal’s decision.

Automated decision-making and profiling

EA does not use automated decision making or profiling when administering school admission appeals.

Links to other websites

This privacy notice does not cover the links from our website to other websites and you should read the privacy statements on the other websites you visit.

Complaints or queries about data protection

The EA tries to meet the highest standards when collecting data for administering school admission appeals. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures. Please contact the Data Protection Officer at the address/email provided on page 1.
Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 1 May 2018.

Your rights in relation to your personal information

The EA aims to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information about them by making a ‘subject access request’ under the General Data Protection Regulations (2018). Normally we must provide the data within one month and free of charge. To make a request to the EA for any personal information we may hold about you, you need to put the request in writing or by email to the address provided on page 1.

If we do hold information about you we will give you a copy of it. You have certain other rights as a data subject, as described below.

- We want to ensure that the data we hold is accurate, complete and up to date. You can ask us to correct any mistakes. You can ask us to stop processing your data until it has been corrected.
- If we are holding your personal data longer than we need to, you can ask us to erase it.
- You have the right to object to the EA processing your data, if you have specific personal grounds for this.
- If you provide the EA with your personal data as part of a contract and we process it by automated means, you can request that we transfer this to another data controller.
- If you are unhappy with the way we handle your personal data or your subject access request, you have the right to complain to the Information Commissioner:
  
  ICO  
  Wycliffe House  
  Water Lane  
  Wilmslow  
  Cheshire  
  SK9 5AF

  Tel: 0303 123 1113 or 01625 54 57 45

Website: www.ico.org.uk