

# Privacy Statement - Admissions



In this privacy statement, 'you' can be interpreted as a potential student, their parents, their siblings, any person from their previous educational establishments, or any clinicians who have met them in a professional capacity.

## The type of personal information we collect.

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name and contact details)
- Information about your education history and academic progress.
- Details of your special educational needs and medical conditions.
- Safeguarding information.

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- With consent or, in the absence of consent, in the legitimate interest of the potential student or their parents, for the purpose of determining whether the potential student is eligible for a place at Lokrum Fields.
- With consent or, in the absence of consent, in the legitimate interest of the potential student or their parents, for the purpose of reviewing or updating a decision as to whether the potential student is eligible for a place at Lokrum Fields.
- With consent or, in the absence of consent, in the legitimate interest of the potential student or their parents, for the purpose of remaining in touch while the admissions process has been paused, the potential student is on our waiting list or for offering ongoing signposting and support to the family following a decision not to offer a place.
- For safeguarding purposes in the legitimate interest of the potential student or any other individual or to satisfy legal obligations.
- For the purpose of meeting legal obligations or the requirements of Ofsted or any similar regulatory authority.
- For statistical and review purposes, including to ensure accountability and compliance with our policies, in the legitimate interest of Lokrum Fields.

We also receive personal information indirectly, from the following sources in the following scenarios:

- From persons with parental responsibility for you and your previous educational establishments for the reasons listed above.
- From a Local Authority. We will only process this information in the following circumstances:

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1. For the purpose of finding contact details for your parents in order to obtain consent for processing.
2. On receipt of consent from your parents and, where the potential student is competent, consent from the potential student.
3. In the absence of consent, for the purpose of determining whether it is in the legitimate interest of the potential student for processing to continue.
4. Following a documented decision by the Admissions Team that processing is in the legitimate interest of the potential student.

Where a competent potential student has conflicting interests with one or more of their parents, we will take a considered approach in compliance with the General Data Protection Regulations (GDPR). Personal information may be processed and shared against the wishes of an individual in circumstances, where doing so is in the overriding legitimate interests of another. Safeguarding will always be prioritised.

We may share any personal information arising during the Admissions Assessment Process with any person with parental responsibility. If the potential student (where competent) or either parent objects to personal information being shared, we will aim to identify any overriding legitimate interest and act accordingly.

We may share any personal information arising during the Admissions Assessment Process with the relevant Local Authority and clinical professionals acting on the instruction of the Local Authority. However, if the potential student (where competent) or either parent asks for any specific information to be kept confidential, we will honour this request unless required to share the information by law or unless we assess that sharing the information would be in the overriding legitimate interests of any individual.

We may share any personal information arising during the Admissions Assessment Process with Wider Ambition staff, Governors, therapists and other contracted or regulatory professionals who have an appropriate Data Protection Policy in place.

If we consider that the objection of a potential student or a parent to the sharing or processing of personal information will prevent us from making a sufficiently informed decision in the Admissions Assessment Process, then the Process will be terminated, and a place will not be offered.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting [info@widerambition.org](mailto:info@widerambition.org)
- Where we believe it is in the legitimate interest of you or your parents.

### How we store your personal information

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Your information is securely stored in line with our data protection policy.

Personal information will be destroyed or deleted within six months of a decision by the Admissions Panel not to offer a place, except to the extent necessary where parents have asked us to keep them informed of events or ongoing support. Summary information may be retained on an anonymised basis.

## Your data protection rights

Any student over the age of 13 is deemed competent to exercise their data protection rights.

For students under 13 years, consent for data processing will be sought from the student and their parents.

Where a student aged under 13 makes a request regarding their data processing we will comply with the request, unless we believe that the student is not competent to understand the full implications and to do so may not be in their best interests, at which time, we will work with them to identify a mutually acceptable course of action which may include consultation with their parents.

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. Where a request is manifestly unfounded, excessive or repetitive, a reasonable fee, based on the administrative cost of providing the information, will be charged. If you make a request, we have one month to respond to you.

Please contact us at [info@widerambition.org](mailto:info@widerambition.org) if you wish to make a request.

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## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [info@widerambition.org](mailto:info@widerambition.org).

You can also complain to the ICO if you are unhappy with how we have used your data. Their contact details are as follows:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

0303 123 1113

<https://www.ico.org.uk>