

## PRIVACY NOTICE

### SELECTIVE ELIGIBILITY TEST 2023 ENTRY

This Privacy Notice has been prepared jointly by Folio Education Trust, Greenshaw Learning Trust, Sutton Grammar School Trust, Girls Learning Trust, and Wilson's School on behalf of the six schools participating in the Selective Eligibility Test for Year 7 entry in September 2023.

The six schools are:

Greenshaw High School	<a href="http://www.greenshaw.co.uk">www.greenshaw.co.uk</a>
Nonsuch High School for Girls	<a href="http://www.nonsuchschool.org">www.nonsuchschool.org</a>
Wallington High School for Girls	<a href="http://www.wallingtongirls.sutton.sch.uk">www.wallingtongirls.sutton.sch.uk</a>
Wallington County Grammar	<a href="http://www.wcgs-sutton.co.uk">www.wcgs-sutton.co.uk</a>
Sutton Grammar School	<a href="http://www.suttongrammar.sutton.sch.uk">www.suttongrammar.sutton.sch.uk</a>
Wilson's School	<a href="http://www.wilsonsschool.sutton.sch.uk">www.wilsonsschool.sutton.sch.uk</a>

It explains how we use the personal information we collect about you and your child when you use this website to register your child for the Selective Eligibility Test (the SET).

#### What information do we collect about you and your child?

- Your child's name, address, and date of birth
- A photograph of your child's face
- If applicable, medical information about your child including whether your child has an EHCP
- If applicable, your child's eligibility for Free School meals now or in the past,
- If applicable, if your child is Looked After by a Local Authority, or previously Looked After.
- The name and address of your child's current primary school and the name of the headteacher
- Your name, address and email address
- The name of the Local Authority area in which you live.

**If the registration form is not completed, your child will not be able to sit the SET.**

#### How do we use the information that we collect?

- To administer the SET, any subsequent second stage test, and for operating our admissions procedures
- To confirm the identity of children sitting the tests, and of those who subsequently gain admission to any of the participating schools
- To ensure that proper arrangements have been put in place for the safety and wellbeing of the children sitting the tests and, where applicable, for those children with special educational needs
- To provide you with details of the arrangements for the SET and any subsequent second stage test
- To inform you of the outcome of the SET and any subsequent second stage test
- To enable the participating schools to apply their admissions criteria (for example, some of the participating schools use eligibility for Pupil Premium or Free School Meals as part of their admissions criteria)

- When your child sits the SET, and any subsequent second stage test, further personal information in the form of raw and standardised scores in the tests is created and stored by the participating schools and used for the purposes of application of their admissions policy and procedures.

The information we collect may also be used to contact primary schools to confirm details you have submitted on the Registration Form. This would include verifying Free School Meals eligibility, Pupil Premium eligibility, and access arrangements for the tests where relevant.

In addition, we may conduct anonymised statistical analysis of the outcomes of the SET and any second stage tests for certain groups of candidates to ensure the quality and consistency of our testing process.

### **Is the information that we have collected shared with anyone else?**

The Admissions Offices of the schools in the group will share medical and SEN information with the schools' SENCOs in order to draw on their expertise to make decisions about appropriate and suitable arrangements for children with special educational needs.

Each school in the SET group will liaise individually with the School Admissions department of the London Borough of Sutton to provide ranked lists of applicants, as part of the Pan-London Co-ordinated Admissions Scheme. This is a process which involves matching the personal information about you and your child that you input into the Common Application Form with the personal information that we hold about you and your child that you provide through the registration form along with your child's scores in the tests.

We will never provide your personal information to any third parties for the purpose of direct marketing.

### **How do we safeguard your information?**

The SET registration website is hosted on a secure (https) platform, and all data is encrypted for transmission. The data is stored on a secure database server, located at Sutton Grammar School, to which only the SET team have access.

### **How long do we keep your information?**

We will keep your information on the SET database for 1 year after the admissions date for which you are applying.

### **Your rights**

Under data protection law, you have rights including:

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 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. If you make a request, we have one month to respond to you.

Please contact us at [SET2023Entry@suttongrammar.sutton.sch.uk](mailto:SET2023Entry@suttongrammar.sutton.sch.uk) if you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [SET2023Entry@suttongrammar.sutton.sch.uk](mailto:SET2023Entry@suttongrammar.sutton.sch.uk)

If you are not satisfied with the response you can contact the Information Commissioner's Office: <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

Helpline number: 0303 123 1113

\*\*\*\*\*

## Details of the Trusts

*Greenshaw Education Trust is a charitable company limited by guarantee registered in England and Wales (registered number 7633694)*

*Girls Learning Trust is a charitable company limited by guarantee registered in England and Wales (registered number 7627961)*

*Sutton Grammar School Trust is a charitable company limited by guarantee registered in England and Wales (registered number 7633715)*

*Folio Education Trust is a charitable company limited by guarantee registered in England and Wales (registered number 7627302)*

*Wilson's School is a charitable company limited by guarantee registered in England and Wales (registered number 7536970)*