- x Year group of pupil
- x Grounds/reasons for submitting your appeal

We may also ask for any supporting documentation you choose to supply to support your School Admission or Exclusion Appeal. This could include:

- x Supporting letters from Home Care providers
- x Supporting letters from Social Care providers

We may also process some special category (sensitive) information, which is relevant to individual cases and may include some of the following but is not limited to:

- x Health/medical information

The legal basis for processing this personal data are:
- x Legal obligation   - processing is necessary to comply with the law outlined in the School Admissions Appeals Code published by the Department for Education. The code specifies that the relevant legislation that supports the requirement of a School Appeals process is:
    - o The Equalities Act 2010
    - o The Human Rights Act 1998
    - o School Standards and Framework Act 1998
- x Public task - processing is necessary to perform a task in the public interest

The special category condition for processing is:

- x Substantial public interest   supported by statutory etc. and government purposes in Data Protection Act 2018 Schedule 1 Paragraph 6.

Who we may share your information with

How long we will hold your information

The standard record retention for School Admissions Appeals is 2 years after the appeal process has been resolved prior to being securely destroyed.

The standard record retention for Permanent School Exclusion Review Panel records is 5 years after the appeal process has been resolved prior to being securely destroyed.

More information about our retention periods can be found in our [summary Disposal Schedule](#).

Please note stated retention periods may be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention periods.

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