



SS. PETER & PAUL RC PRIMARY SCHOOL

Supplementary Information Form

THIS FORM IS **NOT** AN APPLICATION FOR ADMISSION. Applications for normal (September) admission to the School must be made on the common application form to the Local Authority; in-year applications (other than for September admission) must be made by letter directly to the School.

This form provides supplementary information and must be submitted directly to the School to enable its Governors to properly consider an application for admission.

Child's Details:	
Child's Surname	
Child's First Name(s)	
Child's Date of Birth	
If your child is a baptised Catholic please attach a copy of the baptismal certificate	
Parent/Carer Details Only applicable if child is <u>not</u> Baptised in Catholic faith and a parent or carer is	
First Name(s) and Surname of baptised parent/carers	
Address(only if different from child's)	
(Please provide a copy of the Baptismal Certificate for one parent/carers)	

Date Received: -----Current Year: -----

GDPR Statement re Supplementary Information Form:

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are SS Peter and Paul Catholic Primary School
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Integra (Ms Carole Brown) and you can contact them with questions relating to our handling of the data. You can contact them by email GDPR@integra.co.uk or phone 01454 865 300.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the school's enrolment system and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
10. To read about your individual rights you can refer to the School's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.