



Office of
the Schools
Adjudicator

Office of the Schools Adjudicator (OSA) privacy notice

Who we are and what we do

Schools Adjudicators sort out disagreements between people, schools and local councils.

How we will use your information

In most of our work, we don't see any personal data except for the name and address of the person who has asked us for our help. But, in cases where we are asked to decide or help decide which school you should go to, we may receive your personal data from your parents or the local council. We use this information to help us make our decision.

The personal data we will be using

The personal data that we will be using will be your name, address and date of birth. We may be told your religion or race. We may also be sent information about you from your school, your social worker (if you have one), your doctor and other people who are helping you. We need to know enough about you in order to make a decision about whether you should go to the school the council thinks you should go to, or whether you should go to a different school.

Why our use of your personal data is allowed

Schools adjudicators have to make some difficult decisions. The law allows us to use your personal data if we need it to make those decisions.

Who we will make your personal data available to

We will only share your personal data with people outside our office if they are also involved in helping us make our decisions. We will always tell you who has seen your data.

How long we will keep your personal data

We will only keep your personal data for as long as we need it to make a decision on your case. Your personal data will be destroyed after we make the decision and we no longer need to keep it.

Your data protection rights

If you are old enough to understand, you have the right:

- to ask to see the information about you that we hold
- to have your personal data changed, if it is wrong or something is missing
- to ask for the removal of personal data where there is no need for it to be used

If you are 13 or over, then we would expect you to be old enough to ask these things. If you are younger than 13, then a parent or carer can ask for this information. You can also ask someone else to act on for you.

If you are unhappy with our use of your personal data, you have the right to raise any concerns by contacting Matthew Brown by email: osa.team@schoolsadjudicator.gov.uk or by post:

OSA

Bishopsgate House

Feethams

Darlington

DL1 5QE

If you are unhappy with our response, you can [Make a complaint](#) to the Information Commissioner's Office (ICO).

Contact Information

If you have any questions about how your personal data will be used, please use this email address: osa.team@schoolsadjudicator.gov.uk

You can find more information about your [individual rights](#) on the Information Commissioner's website.

Further Information

Find out more about the [Office of the Schools Adjudicator](#).

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