

## PRIVACY NOTICE

### SELECTIVE ELIGIBILITY TEST 2027 ENTRY

This Privacy Notice has been prepared jointly by 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 2027.

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.wilsons.school">www.wilsons.school</a>

It explains how we use the personal information we collect about candidates and their parents when this website is used to register a child for the Selective Eligibility Test (the SET).

#### What information do we collect about the candidate and their parent(s)?

- The child's name, address, and date of birth
- A photograph of the child's face
- If applicable, medical information about the child including whether the child has an EHCP
- If applicable, the child's eligibility for Free School meals now or in the past,
- If applicable, if the child is Looked After by a Local Authority, or previously Looked After.
- The name and address of the child's current primary school and the name of the Headteacher, and if applicable, the Primary School Senco
- The parent(s) name, address and email address
- The name of the Local Authority area in which the child lives.
- Any additional information that the person completing the form chooses to enter.

**If the registration form is not completed, the 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 aptitude 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 parents and candidates with details of the arrangements for the SET and any subsequent second stage test and aptitude test
- To inform parents and candidates 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 a candidate sits the SET, and any subsequent second stage test and aptitude 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 a child's primary school to confirm details that have been 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 and aptitude tests for certain groups of candidates to ensure the quality and consistency of our testing process.

### **Policy on sharing of exam marks and standardised scores**

Each school may determine its own pass mark.

After the SET, we will provide outcome confirmation to the email address you registered for your child to sit the test.

- If your child has passed the SET for ANY of the participating schools (Nonsuch High School for Girls, Sutton Grammar School, Wallington County Grammar School, Wallington High School for Girls, Wilson's School or Greenshaw High School) you will not be given their scores, but you will be told that he/she has met the required standard(s) and invited to the second stage testing (where applicable).
- For Greenshaw High School, if your child's score in the SET means that they are eligible for one of the 60 ability places, you will not be given their score, but you will be given information on how to apply for one of these 60 places.
- If your child does not meet the required standard for ANY of the participating schools, you will be given his/her standardised scores in both papers, which will include any appropriate age adjustment and their total score.

The rationale for the policy set out above is for the wellbeing of all the children involved (to avoid the negative impact of comparisons to peers) and to protect the integrity of the co-ordinated admission system for transfer to secondary school which is designed to enable parents to apply for schools in their true order of preference. For information about the data provided after second stage examinations see the website of the relevant school.

### **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 children and their parent(s) that has been input into the Common Application Form with the personal information that we hold about children and their parent(s) as provided in the registration form along with the child's scores in the tests.

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

## How do we safeguard your information?

Applicaa clients and prospect data is stored on Hubspot. Hubspot's product infrastructure is hosted on Amazon Web Services (AWS) in the United States East region or AWS in the Germany region. The Applicaa data is stored on Amazon Servers that are located in London (EU-West Region). Data will always be stored in EU or UK-based Data sites.

## How long do we keep your information?

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

## Your rights

Under data protection law, data subjects have rights of access to the data held about them. As mentioned above, the schools do not provide detail about exam marks and standardised scores where a child has passed the SET for any school. This does not affect a child's rights to access to their data under Article 15 of the UK General Data Protection Regulation. However, the schools have to consider the best interests of the child when faced with such a request, either via a parent, or from the child themselves. If a subject access request is deemed not to be in the best interest of a child, it is invalid. It is the schools' view that, due to the child welfare reasons explained above, providing this information will rarely be in the best interests of a child, and we have very rarely determined that it would be appropriate to disclose such information following a subject access request. In a lot of instances, therefore, such requests would be dealt with as invalid under data protection legislation.

Data subjects also have rights including the right to ask for rectification of any personal information you think is inaccurate or to ask for erasure of personal information in certain circumstances.

Please contact us at [set2027entry@suttongrammar.school](mailto:set2027entry@suttongrammar.school) 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 [set2027entry@suttongrammar.school](mailto:set2027entry@suttongrammar.school). If you are not satisfied with the response you can contact the Information Commissioner's Office:

<https://ico.org.uk/make-a-complaint/>

Helpline number: 0303 123 1113

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## 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)*

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