



Supplementary Information Form

Please return the fully completed form to the Admissions Clerk at the above address.

Please use **BLOCK LETTERS**.

Pupil's Surname _____ Date of Birth / /

First Name (s) _____
(underline name to be used)

Address _____

_____ Postcode _____

Home Telephone _____ Mobile _____

Email Address _____

Religious Denomination _____ Parish Name _____

Parish Address _____

Parent (s) Name and Signature _____

_____ Date _____

Application for a Catholic Pupil: A copy of the pupil's baptism certificate or a certificate of reception into full communion with the Catholic Church should be submitted with this form.

Please tick if enclosed

Application for a child who is a member of another Christian Denomination or who is a member of other Faith Traditions: The Governors are pleased to consider requests for children from other Christian families and families of other Religious Faiths who express a desire for their child to be educated in Bishop Challoner Catholic Secondary School. Your minister or faith leader should sign below to verify your membership as well providing, on letter headed paper, a statement of membership.

Minister's Signature _____ Evidence of membership enclosed

The information given on this form may be processed electronically and used for administrative purposes in School and Education Office. NB: This form is in **addition** to the application you are required to make directly to Hampshire County Council, which can be made online at www.hants.gov.uk/admissions or a paper application is available from schools or the County Admissions Team on 0845 603 5623.

Supplementary Information Forms and evidence of faith background should be submitted **by 31st October 2019**.

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

Bishop Challoner Catholic Secondary School
St Michael's Road
Basingstoke
Hampshire
RG22 6SR

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 Beverley O'Shea and you can contact them with questions relating to our handling of the data. You can contact them by emailing dpo@bcs.hants.sch.uk
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 individual rights and/or 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 by following our Complaints Procedure, which can be located on our website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: ico.org.uk.