



The Mount School York

Privacy Notice for Pupils

INTRODUCTION

This notice is to help you understand how and why The Mount School York collects personal information (or 'data') about pupils and how we will use (or 'process') that information. This includes information about current, past and prospective pupils.

The information provided in this Privacy Notice is provided in accordance with the rights of individuals under the Data Protection Act 1998 and the General Data Protection Regulations (from 25 May 2018).

This Privacy Notice also applies in addition to the School's other relevant terms and conditions and policies, including:

- Any contract between the School and the parents of pupils
- Data Protection Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Responsible Use of ICT Pupil Agreement

All policies can be requested to view via the Principal's PA principalpa@mountschoolyork.co.uk

WHO WE ARE

The Mount School York is a leading independent day and boarding school. The Mount School York welcomes pupils from age 2-18. This Privacy Notice is intended to cover pupils of the Pre-School, Junior School, Senior School and College. The Privacy Notice together with any documents referred to explains how we, collect store, use and process your data.

The School is a Data Controller for the purposes of Data Protection Law¹ which means it determines how an individual's personal data is processed and for what purposes. This notice covers The Mount School York and the family of organisations associated with the School.

Name	Description	Registration Number
The Mount School York	The Mount School York provides education to pupils from age 2-18.	Registered Company Number 1686186 Registered Charity Number 513646
Trading Arm	The Mount School York Estates Ltd.	Registered company Number 2456402

¹ The data protection Act 1998 and the General Data Protection Regulations (GDPR) from 25 May 2018

The Mount School York Foundation	The Mount School York Foundation provides charitable support to the Mount School.	Registered Charity Number 1171116
MSA	The Mount School Association (MSA) is run by parents to aid school fundraising and social events	n/a
MOSA	The Mount Old Scholar's Association aims to ensure that all alumnae stay connected with the School and one another after they have left the School.	n/a

WHAT IS PERSONAL INFORMATION?

Personal information is information or data that identifies you as an individual and relates to you. This includes (but is not limited to);

- Contact details
- Personal Identity Information such as date of birth, copy of birth certificate and passport copy.
- Next of kin information
- Medical records
- Ethnicity, nationality and religion
- Photos, video recordings and CCTV footage

WHO DO WE COLLECT DATA FROM?

The Mount School York collects data from a range of individuals including;

- Pupils
- Parents
- Prospective parents
- Prospective pupils
- Agents
- Past pupils
- Staff
- Volunteers
- Suppliers
- Visitors to the School
- CCTV
- Referees
- Disclosure and Baring Service

HOW DO WE COLLECT DATA?

We will generally receive personal data directly from you or your parents. This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments).

In some cases, personal data may be supplied by other people known as 'third parties' or collected from publicly available resources. This may include:

- Your previous School

- Professional authorities

Whilst most of the personal data you provide to us is compulsory, some is provided on a voluntary basis. When collecting data, we will inform you whether you are required to provide this data or if your **consent** is needed. Consent means you agree to or will allow us to use your data.

Providing Consent

Where consent is required, the School will provide you with information as to why the data is being collected and how the data will be used. If we ask for your consent to use your personal information you can take back this consent at any time.

WHAT TYPE OF PUPIL DATA DO WE COLLECT?

The categories of personal data information that the School collects, keeps and shares includes the following:

- Personal Information e.g. names, addresses, date of births, telephone numbers, e-mail addresses and other contact details
- Characteristics e.g. ethnicity, religion, language and country of birth
- Feedback and survey responses
- Attendance information e.g. past, present and prospective pupils number of absences and absence reasons
- Assessment information e.g. exam results, assessment levels
- References given or received by the School about pupils and information provided by previous educational establishments and/or other professionals or organisations working with pupils
- Relevant medical information (where appropriate)
- Information relating to SEND
- Behavioural Information
- Next of Kin / Emergency Contact information – e.g. parent / guardian contact details and emergency contact details
- Images and recordings such as CCTV, promotional images, events etc (in accordance with the school's Safeguarding and Child Protection policy)
- Lifestyle and social circumstances
- Correspondence with and concerning staff, pupils and parents past and present

WHY DO WE COLLECT AND USE YOUR PERSONAL INFORMATION?

To carry out our responsibilities to pupils, we may process a range of personal data about you. We are required to carry out some of this activity to fulfil our legal rights, obligations – including those under a contract with parents and pupils. The School's primary reason for processing your personal information is to provide you with an education.

Examples of how we use your Personal information

The following are some examples of the different ways in which we may use your personal information and where this personal information comes from:

- We obtain information about you from admissions forms and from your previous schools
- We may take photographs or videos of pupils at School events to use in publicity, social media and on the School website.
- We may use information about you if we need this for historical research purposes or for statistical purposes.

Our legal grounds for using your information

We only use your data when we have a legal basis for doing so. The legal basis for using your data will depend on what we need to do but includes:

Contract: for us to provide you with an education.

Legal obligation: for us to comply with the law. We may need to disclose your information to comply with a legal responsibility, for example to report a concern to Children's Services.

Vital Interests: for us to be able to protect someone's life. For example, to prevent someone being seriously harmed.

Public Interest: The School considers that it is acting in the public interest when providing you with an education.

Legitimate interests: Where necessary for our interests or the interest of a third party, but only after considering any effect this may have on you, and your rights and freedoms.

The School uses **legitimate interests** for most of the ways in which it uses your information. We expect that the following uses of processing personal information fall within our '**legitimate interests**':

- Supporting pupil selection and enrolment (and to confirm the identity of prospective pupils and their parents.)
- Providing educational services including lessons, extra-curricular activities, sports and music lessons to you.
- Monitoring and reporting on your progress.
- Safeguarding the welfare of our pupils.
- Promoting the objects and interests of the School (including marketing and fundraising).
- Enabling efficient running of the School.
- Making use of photographic images and video footage of pupils and parents in School publications, publicity, on the School website and (where appropriate on the School's social media channels in accordance with the School's Safeguarding and Child Protection policy)
- Complying with the law regarding data sharing.
- Fulfilling all legal obligations of the School.

If you object to us using your information where we are relying on our legitimate interests as explained above, please speak to the Director of Business Operations.

Special category personal data

In addition, we may need to process **special category personal data** (concerning health, ethnicity, language or religion) in accordance with rights or duties imposed on us by law. These reasons may include:

- To protect your welfare and provide pastoral care and where necessary, medical care.
- To take appropriate action in the event of an emergency, incident or accident, including by disclosing details of any medical conditions you may have.
- To provide educational services in the context of any special educational needs of a pupil.
- To provide spiritual education in the context of any religious beliefs.
- As part of any school or external complaints, disciplinary, or investigation process that involves such data, for example of there are SEND, health or safeguarding elements.

- For legal and monitoring purposes (for example child protection, diversity monitoring and health and safety) and to comply with our legal obligations and duties of care.

WHO PROCESSES YOUR INFORMATION?

The Mount School York is the data controller of the personal information you provide to us. This means the School determines the purpose for which, and the way, any personal data relating to pupils and their families is processed.

The Director of Business Operations acts as The Mount School's Data Protection Lead. Their role is to oversee and monitor the School's data protection procedures, and to ensure they are compliant with the GDPR.

SHARING PERSONAL INFORMATION

We do not sell, rent, trade or otherwise disclose your data, except as described in this Privacy Notice.

Occasionally, we may need to share personal information relating to pupils with third parties. All data outsourced to a third-party is in accordance with our legal obligations. Examples of this include:

- We may share information with local authorities such as the Local Education Authority (LEA) and the Independent Schools Inspectorate (ISI).
- On occasion, we may need to share information with the Police.
- We may need to share information with our legal advisors to obtain legal advice.
- If you are not of British nationality we must make sure you have the right to study in the UK. We will have to provide information about you to UK Visas and Immigration (UKVI) to comply with our duties as a Tier 4 sponsor.
- If you leave to attend another school, we may need to provide that school with information about you.
- We may need to share information if there is an emergency, for example if you are hurt at School.

Sharing of information with third parties beyond our legal responsibilities, will only be done with your consent. Where the School outsources data to a third-party processor, the same data protection standards that The Mount School York upholds are imposed on the processor.

Finally, in accordance with Data Protection Law, some of the School's processing activity is carried out on its behalf by third parties, such as IT systems, web developers, cloud storage and social media providers. Where possible this is subject to contractual assurances that personal data will be kept securely and only in accordance with the School's specific directions.

Keeping Children Safe

We remind you that we are under obligations imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns that arise or are reported to us, on some cases regardless of whether they are proven, if they meet a certain level of seriousness in their nature or regularity. This may include safeguarding files, and in some cases referrals to relevant authorities such as Social Services or the Police. For further information about this, please view the School's Safeguarding policies.

WHO HAS ACCESS TO MY DATA?

Personal data collected by the School will usually remain within the school. It will be processed by appropriate individuals only in accordance with access rules. In some cases, pupils medical, pastoral and SEN pupil's relevant information will need to be provided to academic staff more widely to provide the necessary care and education that the pupil requires.

Strict rules of access apply in regard to:

- Medical records held and accessed only by the School Nurse and appropriate staff under the authorisation of the School Nurse, or otherwise in accordance with explicit consent,
- Safeguarding files held and accessed on by the Designated Safeguarding Leads (DSL)

HOW LONG DO WE KEEP YOUR DATA?

Personal data relating to pupils at The Mount School York and their families is stored in line with the School's Data Protection Policy. In line with the GDPR, we only store data for as long as necessary, to keep for a legitimate and lawful reason. How long we will need to keep your personal data will depend on the purpose it was collected and basis in law for keeping it.

We will keep some information after you leave the school, for example, so we can find out what happened if you made a complaint. Information may also be kept for historical, research or statistical purposes.

If you have any specific queries about the removal of your data please contact the Director of Business Operations.

WHAT ARE YOUR RIGHTS?

The GDPR gives you several rights in relation to your data and understanding the personal data the School holds.

Parents and pupils have the following rights in relation to the processing of their personal data:

- **Right to be Informed** – this means you have the right to be informed about how The Mount School York collects and uses your personal data.
- **Right of Access** – this means you have a right to request a copy of the personal data that The Mount School York holds.
- **Right to Rectification** – this means you can request that your personal data is amended if it is wrong or incomplete.
- **Right of Erasure** – You can request that your personal data is erased if there is no compelling reason for its use.
- **Right to Restrict Processing** – this means that you can request that the processing of your data is limited.
- **Right to Object** – This means you have the right to object to your personal data being used.
- **Right to Withdraw Consent** - Where the processing of data is based on your consent (your agreement), you have the right to withdraw this consent at any time.
- **Right to Data Portability** – this means that you can request a secure transfer of your data to another business. Anyone wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, should contact the Data Protection Lead.
- **Right to Complain to the Regulator** - If you have a concern about the way The Mount School York is collecting or using your personal data, you can raise a concern with the

Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113 or via <https://ico.org.uk/concerns/>

Your Rights as a Pupil of the School.

The rights under data protection law belong to the individual to whom the data relates. This means the data the School has about a pupil belongs to that pupil. However, the School will often rely on parental consent to process pupil's personal data. However, sometimes depending on the reason for processing your data and your age and understanding, it is more suitable to rely on your consent.

In general, the School will assume your consent is not required for ordinary disclosure of your personal data to your parents, e.g. for the purposes of keeping your parents informed about your progress and behaviour, unless in the School's opinion, there is a good reason to do otherwise.

However, you can ask for your personal data not to be disclosed to your parents. The School may be under an duty to uphold confidentiality unless, in the School's opinion there is a good reason to do otherwise; for example where the School believes disclosure will be in your best interests or if required by law.

You, can ask to view for your own personal data, provided that in the reasonable opinion of the School, you have enough maturity to understand the request you are making. Pupils age 13+ are generally assumed to have this level of maturity, although this will depend on the both the child and the personal data requested, including any relevant circumstances at home. Pupils younger than 13 may be sufficiently mature to have a say in this decision. All subject access requests from pupils will therefore be considered on a case by case basis. A pupil of any age may ask a parent or other representative to make a subject access request on his/her behalf.

Pupils are required to respect the personal data and privacy of others, and to comply with the School's relevant policies. E.g. IT: Acceptable Use Policy and the School rules.

Obtaining a Copy of my Data

If you wish to see the data we hold for you then please send your request to the Director of Business Operations.

The School will attempt to respond to requests as soon as is reasonably possible and in any event within statutory time-limits, which is 30 days in the case of request for access to information.

Requests that Cannot be Fulfilled

You should be aware that certain data is excluded from the right of access. This may include information which identifies other people, or information which is subject to legal professional privilege. The School is also not required to disclose any pupil examination scripts, nor any confidential reference given by the School for the purposes of the education of any pupil.

Data Accuracy and Security

The School will try to ensure that all personal data held in relation to an pupil is as up to date and correct. Individuals must notify the School at least on an annual basis of any changes to information held about them. Responsibility for changes in information relating to pupils' rests with the parent.

An individual has the right to request that any inaccurate or out-of-date information about them, is erased or corrected (subject to certain exemptions and limitations under the Act).

The School will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and its devices, and access to School systems.

SHARING YOUR THOUGHTS ONLINE

The Mount School York uses social media networks such as Facebook and Twitter. These platforms can be used by parents and pupils to interact with the School. When doing this your data may be visible to providers of social network services, their users as well as The Mount School York. We recommend that you review the privacy settings on your social media accounts so you are clear how your information may be used and shared.

FURTHER INFORMATION AND GUIDANCE

The Director of Business Operations is the person responsible at The Mount School York for managing how we look after personal information and deciding how it is shared. Like all organisations we are required to keep your information safe, up-to-date, only use it for what we said we would, destroy it when we no longer need it and most importantly treat the information we get fairly.

Please contact Director of Business Operations if:

- You object to us using your information for marketing purposes e.g. to send you information about school events.
- You would like us to update the information we hold about you.
- You would prefer that certain information is kept confidential

If you have a concern about the way The Mount School York is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113 or via <https://ico.org.uk/concerns/>