



The Mount School York

Privacy Notice for Staff, Volunteers and Governors

INTRODUCTION

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

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 Staff members
- Data Protection Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Staff ICT Policy

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 staff, volunteers and governors across the whole School and incorporates the Pre-School, Junior School, Senior School and College.

The Privacy Notice together with any documents referred to in it, 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

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

		Registered Charity Number 513646
Trading Arm	The Mount School York Estates Ltd.	Registered company Number 2456402
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 is run by parents for the propose of fundraising for the School 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, a copy of a birth certificate passport copy
- Next of kin information
- Medical records
- Financial data
- DBS Information
- 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
- Prospective Staff
- Volunteers
- Suppliers
- Visitors to the School
- Images captured from our CCTV
- Referees
- Disclosure and Baring Service

HOW DO WE COLLECT YOUR DATA?

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

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

- A previous employee
- A recruitment agency
- Nominated referees
- Disclosure and Barring Service
- Professional authorities working with an individual
- Financial Companies

Whilst most of the personal data you provide to us is mandatory, 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.

Providing Consent

Where consent is required, the School will provide you with information with regard to the reasons 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 STAFF DATA DO WE COLLECT?

The categories of personal data that the School collects, holds 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
- Education and qualifications
- Previous employment history
- Bank details and other financial information
- Feedback and survey responses
- References given or received by the School
- Relevant medical information (where appropriate)
- Information relating to criminal offences
- Referee contact details
- Next of Kin / Emergency Contact information
- Images and recordings such as CCTV, promotional images, events etc
- Lifestyle and social circumstances
- Correspondence with and concerning staff, pupils and parents past and present

WHY DO WE COLLECT AND USE YOUR PERSONAL INFORMATION?

In order to carry out our duties to our employees, volunteers and governors, we may process a range of personal data about individuals. We are required to carry out some of this activity to fulfil our legal rights, duties or obligations – including those under a contract with staff.

Other uses of personal data will be made in accordance with the School's **legitimate interests**, or the **legitimate interests** of another, provided that these are not outweighed by the impact on individuals and provided it does not involve special or sensitive types of data.

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 previous employers.
- We may take photographs or videos of staff at School events to use in publicity, social media and on the School website.
- We may send you information to keep you up-to-date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter.
- We may keep details after you leave the School.
- 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 the terms we have agreed to provide you. For example, we require your name and bank details to pay you.

Legal obligation: for us to comply with the law. We may need to disclose your information to comply with a legal obligation, for example to report a concern to HMRC.

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 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 staff, volunteers and governor selection and employment and to confirm your identity.
- Monitoring and reporting on an employee's work.
- Safeguarding the welfare of our staff, volunteers and governors.
- Promoting the objects and interests of the School (including marketing and fundraising).
- Maintaining relationships with the School community (including marketing and fundraising).

- Enabling efficient running of the School.
- Making use of photographic images and video footage of staff, volunteers and governors in School publications, publicity, on the School website and where appropriate on the School's social media channels.
- 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 safeguard your welfare and where necessary provide medical care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition where it is in the individual's interests to do so, for example, medical services, social services, insurance purposes or to organisers of School trips.
- As part of any School or external complaints, disciplinary, or investigation process that involves such data, for example health or safeguarding elements.
- For legal and regulatory purposes for example child protection, diversity monitoring and health and safety and to comply with its 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 notice.

Occasionally, we may need to share personal information relating to staff, volunteers and governors 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 Department for Education (DfE) or The Independent School's Council (ISC).
- We may share information with HMRC, Student Loan Company and Pension providers.
- On occasion, we may need to share information with the Police.
- We may need to share information with our legal advisors for the purpose of obtaining legal advice.

- 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 obligations, 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.

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 protocols. Strict rules of access apply in regard to:

- Financial records held and accessed only by The Director of Business Operations, the Principal, and the Finance Office.
- All other personnel file data held and accessed only by the Principal.
- Medical records held and accessed only by the appropriate staff under the authorisation of the Principal, or otherwise in accordance with explicit consent.

HOW LONG DO WE KEEP YOUR DATA?

Personal data relating to staff, volunteers and governors at The Mount School York is stored in line with the School's Data Protection Policy. In accordance with the GDPR, we only store data for as long it is 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. Application Forms will be held securely for six months before they are destroyed or erased. Application forms for successful applicants will be transferred to their employee files.

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.

Staff, volunteers and governors 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 inaccurate 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 restricted.
- **Right to Object** – This means you have the right to object to your personal data being processed.
- **Right to Withdraw Consent** - Where the processing of data is based on your consent, 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. Any individual 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/>

Obtaining a Copy of my Data

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

The School will endeavour to respond to requests as soon as is reasonably practicable 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 exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal professional privilege.

Data Accuracy and Security

The School will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. 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 staff, volunteers and governors rest with the individual.

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. All School personnel will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

SHARING YOUR THOUGHTS ONLINE

The Mount School York uses social media networks such as Facebook and Twitter. These platforms can be used by staff, volunteers and governors (as well as 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 consider 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 the 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/>