



The Mount School York Data Protection Policy

INTRODUCTION

The Mount School York collects and uses personal information about staff, pupils, parents, former pupils and other individuals who come into contact with the School and its associated organisations including:

- The Mount School York, including the Pre-School, Junior School, Senior School and College.
- The Mount School Estates Ltd.
- Mount School Association (MSA).
- Mount Old Scholar's Association (MOSA).
- The Mount School Foundation.

This information is gathered in order to enable the School to provide pupils with an education and other associated functions. In addition, there may be a legal requirement to collect and use information to ensure that the School complies with its statutory obligations.

Schools have a duty to be registered, as Data Controllers, with the Information Commissioner's Office (ICO) detailing the information held and its use. The Mount School York has registered our use of Personal Data with the Information Commissioner's Office (ICO) and further details of the Personal Data we hold can be found at the ICO website www.ico.gov.uk

Schools also have a duty to issue a Privacy Notice to all pupils, parents, staff, volunteers, governors and old scholars, which summarises the information held on individuals, why it is held and the other parties to whom it may be passed on. The Mount School York's Privacy Notice can be requested from the Principal's PA principal@mountschoolyork.co.uk or can be viewed on the School website www.mountschoolyork.co.uk

PURPOSE

This policy is intended to ensure that personal information is dealt with correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation (including General Data Protection Regulations from 25 May 2018). The Act covers issues such as data security, an individual's rights to access information about themselves and the use and disclosure of personal information. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities by adhering to the policy and staff guidelines.

WHAT IS PERSONAL INFORMATION?

Personal information or data is defined as information/data which relates to a living individual who can be identified from that data, or other information held.

The following are types of information that are likely to contain personal data within the School setting:

- Contact details and other personal information held about pupils, parents and staff and their families.
- Information about a child protection incident.

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- A record about disciplinary action taken against a member of staff.
- Photographs of pupils and staff.
- Financial records of a parent.
- Information on a pupil's performance.
- A staff member's application form.

DATA PROTECTION PRINCIPLES

The Data Protection Regulations sets out eight principles for how organisations should handle personal data. These cover issues such as fairness, transparency, keeping information up-to-date and security. The eight enforceable principles must be adhered to at all times:

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specified and lawful purposes.
3. Personal data shall be adequate, relevant and not excessive.
4. Personal data shall be accurate and where necessary, kept up-to-date.
5. Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Regulations.
7. Personal data shall be kept secure i.e. protected by an appropriate degree of security.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

OUR COMMITMENT

The Mount School York is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the Data Protection Principles and the DPA and GDPR. In order to maintain the above principles, the School will:

- Inform individuals why the information is being collected when it is collected.
- Inform individuals if their information is shared, and why and with whom it was shared.
- Check the quality and the accuracy of the information it holds.
- Ensure that information is not retained for longer than is necessary.
- Ensure that when obsolete information is destroyed that it is done so appropriately and securely.
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded.
- Share information with others only when it is legally appropriate to do so.
- Set out procedures to ensure compliance with the duty to respond to requests for access to personal information, known as Subject Access Requests.
- Ensure our staff are aware of and understand our policies and procedures.

The Mount School York's Director of Business Operations acts as the School's Data Protection Lead. However, all staff will treat all personal information in a confidential manner and follow the guidelines in this policy. The School is committed to ensuring that its staff are aware of Data Protection policies and their legal requirements.

The requirements of this policy are mandatory for all staff employed by the School and any third party contracted to provide services within the School.

PROCESSING PERSONAL DATA

'Processing' personal data refers to how personal data is used by the School, including disclosing, copying and storing personal data. This means the School is acting as a data processor daily. The School

shall only process personal data for specific legitimate purposes. These are:

- Ensuring that the School provides a safe and secure environment.
- Providing pastoral care.
- Providing education and learning for our pupils.
- Providing additional activities for pupils and parents.
- Protecting and promoting the School's interests and objectives – this includes marketing and fundraising.
- Safeguarding and promoting the welfare of our staff and pupils.
- To fulfil the School's contractual and other legal obligations.

Legal Bases

The School's legal bases for processing data are as follows:

- **Consent:** the member of staff/pupil/parent has given clear consent for the School to process their personal data for a specific purpose.
- **Contract:** the processing is necessary for the member of staff's employment or pupil placement contract.
- **Legal obligation:** the processing is necessary for the School to comply with the law.

INFORMING THE INDIVIDUAL

We shall be transparent about what data is collected, and what it is used for, unless it is obvious. All individuals will receive this information via our Privacy Notices. The Privacy Notice is provided to parents, pupils, staff and old scholars prior to the processing of an individual's data when joining the School. Copies of the Privacy Notice can be obtained from the Data Protection Lead or on the School's website. www.mountschoolyork.co.uk

There may be circumstances where the School is required either by law or in the best interests of our pupils or staff to pass information onto external authorities, for example local authorities, the Police or the Department of Health. The intention to share data relating to individuals to an organisation outside of our School shall be clearly defined within notifications and details of the basis for sharing given. Data will be shared with external families in circumstances where it is a legal requirement to share such information. Any proposed changes to the processing of an individual's data shall be notified to them first.

ACCESSING, DISCLOSING AND SHARING DATA

All personal data held by The Mount School York will be processed in a way that is fair to individuals. The general position is that personal data should only be accessed or shared on a 'need to know' basis. Only staff with authorised access will be allowed to process an individual's data. Those staff will only use the data for the purpose it was obtained and will only keep personal data for as long as it is reasonably necessary.

THIRD PARTY REQUESTS

Personal data about individuals will not be disclosed to third parties without their consent or the consent of the pupil's parent or carer, unless it is obliged by law or in the best interest of the child. Data may be disclosed to the following third parties without consent:

- **Other Schools.** If a pupil moves to another school, their academic records and data that relates to their health and welfare will be forwarded to the new school.
- **Examination Authorities.** This will be for registration purposes, to allow pupils to sit exams set by external exam bodies.
- **Health Authorities.** As obliged under health legislation, the School may pass on information regarding the health of children in the School to monitor and avoid the spread of contagious diseases in the interest of public health.

- **Police and Courts.** If a situation arises where a criminal investigation is being carried out we may have to forward information to the Police.
- **Social Workers and Support Agencies.** In order to protect or maintain the welfare of our pupils, and in cases of child abuse, it may be necessary to pass personal data on to social workers or support agencies.
- **Educational Authorities.** The School may be required to pass data on in order to help authorities monitor education providers.

PHOTOGRAPHS AND VIDEO

Images of staff and pupils may be captured at appropriate times and as part of educational activities for use in School.

The School may also use images and video to promote the School. The Mount School York seeks permission from parents to use images for publicity. Unless this consent is not given, photos may be used in the media and for publicity, online and in print.

If you have any queries on the use of photos and video for promotional purposes, please contact the Marketing Department.

DATA SECURITY

The School takes the security of personal data and sensitive information very seriously. The School takes practical measures and technical measures to ensure personal data is kept secure including:

- Hard copy data records, and personal information are in locked filing cabinets.
- Medical records are securely stored with the School Nurse.
- All digital data is stored on secure networks and is password protected.
- Unwanted and out of date hard copy data is shredded and disposed of securely.

RIGHTS OF ACCESS TO INFORMATION

All individuals whose data is held by The Mount School York, has a legal right to request access to such data or information.

Requests for information must be made in writing; which includes email, and be addressed to the Data Protection Lead. If the initial request does not clearly identify the information required, then further enquiries will be made.

Any individual has the right of access to information held about them. However, with children, this is dependent upon their capacity to understand (normally age 13 or above) and the nature of the request. The School will discuss the request with the child and take their views into account when making a decision. A child with competency to understand can refuse to consent to the request for their records. Where the child is not deemed to be competent an individual with parental responsibility or guardian shall make the decision on behalf of the child.

The response time for subject access requests, once officially received, is 30 days (not working or school days but calendar days, irrespective of school holiday periods).

RIGHT TO BE FORGOTTEN

Where any personal data is no longer required for its original purpose, an individual can demand that the processing is stopped and all their personal data is erased by the School including any data held by contracted processors.

COMPLAINTS

Complaints relating to information handling may be referred to the Information Commissioner (the statutory regulator).

LINKS TO OTHER POLICIES

This policy is intended to give an overview of the Data Protection Act and the School's obligations and should be read alongside the following:

- ICT Acceptable Use Policies for Staff and Pupils
- Privacy Notices for Pupils, Parents, Staff and MOSA

CONTACTS

If you have any enquires in relation to this policy, please contact the School's Data Protection Lead who is the Director of Business Operations, who will also act as the contact point for any subject access requests.

Further advice and information is available from the Information Commissioner's Office, www.ico.gov.uk or telephone 01625 545745.