



## Privacy Notice for Parents and Alumnae

### INTRODUCTION

The purpose of this notice is to explain how and why The Mount School York collects personal information (or 'data') about parents and pupils and how we will store and use (or 'process') that information. This includes information about current, past and prospective pupils and their parents, carers or guardians (referred to as parents).

The information provided in this Privacy Notice is provided in accordance with the Data Protection Act 2018 (DPA 2018) and the General Data Protection Regulations (GDPR).

This Privacy Notice applies in addition to the School's 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 from the Principal's PA [principal@mountschoolyork.co.uk](mailto:principal@mountschoolyork.co.uk)

### WHO WE ARE

The Mount School York is a leading independent day and boarding school. The Mount School York welcomes pupils aged 2-18. This Privacy Notice applies to parents and prospective parents of children in the Pre-School, Junior School, Senior School and College along with past pupils known as alumnae or Mount Old Scholars..

The School is a Data Controller for the purposes of Data Protection law<sup>1</sup> 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 aged 2-18. The School also maintains relationships with and between alumnae under the banner Mount Old Scholars	Registered Company Number 1686186 Registered Charity Number 513646
The Mount School Estates (York) Ltd.	Mount School Estates is the school's wholly-owned trading subsidiary	Registered company Number 3456402

<sup>1</sup> The Data Protection Act 2018 and the General Data Protection Regulations (GDPR)

The Mount School York Foundation	The Mount School York Foundation provides charitable support to The Mount School York.	Registered Charity Number 1171116
The Mount School Association (MSA)	MSA is run by parents for the purpose of fundraising and to organise social events.	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):

- Name and contact details
- Date of birth, birth certificate or passport
- Next of kin contact details
- Medical records
- Bank details and financial information
- Ethnicity, nationality and religion
- Photos, video recordings and CCTV footage
- Vehicle registration

## WHO DO WE COLLECT DATA FROM?

The Mount School York collects data from a range of sources including:

- Pupils and their parents
- Prospective pupils and their parents
- Past pupils
- Agents
- Staff and prospective Staff
- Volunteers
- Suppliers and service providers
- Visitors to the School
- Images captured from our CCTV
- Referees
- Disclosure and Barring Service

## HOW DO WE COLLECT YOUR DATA?

We will generally receive personal data directly from you and, in the case of pupils, from their parents. This may be via a form or simply in the 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 which may include:

- A previous school
- Professional or government authorities
- Service providers

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 the reason 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. Consent will be gathered through correspondence and forms both online and offline.

### **WHAT TYPE OF DATA DO WE COLLECT?**

The categories of personal data that the School collects, stores and processes include;

- Personal Information e.g. names, addresses, date of births, telephone numbers, e-mail addresses and other contact details
- Characteristics e.g. ethnicity, religion, language, nationality and country of birth
- Bank details and other financial information
- Feedback and survey responses
- Attendance information e.g. for past, present and prospective pupils their number of absences and reasons for absence
- 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)
- Past, present and prospective parents' employment information
- Lifestyle and social circumstances
- Correspondence with and concerning staff, pupils and parents, both past and present
- Financial Information. We may process financial information about parents in relation to the payment of fees. In some cases, we get information about you from third parties such as credit reference agencies or from your child's previous school. We may hold information about bankruptcy petitions and statutory demands.

### **WHY DO WE COLLECT AND USE YOUR PERSONAL INFORMATION?**

In order to carry out our duties to pupils, parents and alumnae, 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 parents and pupils. The School's primary reason for processing personal information is to provide children with an education.

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 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 child's previous school.
- We may take photographs or videos of pupils and parents at School events to use in publicity, on 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 your child leaves the School, so we can update you on School news and find out how your child is progressing.
- We may use information about you for historical research 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 goods and services we have agreed to provide you. For example, we require your name and contact details to update you on your child's progress.

**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 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 operating as an education provider.

**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 relies on **contract** and **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 to your child.
- Monitoring and reporting on a pupil's progress and educational needs.
- Safeguarding the welfare of our pupils.
- Promoting the objects and interests of the School (including marketing and fundraising).
- Maintaining relationships with parents and the wider School community, including alumnae for marketing and fundraising purposes.
- Enabling efficient administration of the School.
- Making use of photographic images and video footage of pupils and parents in School publications, publicity, on the School website and on the School's social media channels, in

accordance with media/photograph permissions and 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 safeguard pupils' welfare, provide pastoral care and, where necessary, 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.
- 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 if there are SEND, health or safeguarding elements.
- For legal and regulatory purposes, for example child protection, diversity monitoring and health and safety and to comply with legal obligations and duties of care.

### **KEEPING IN TOUCH AND SUPPORTING THE SCHOOL**

The Mount School York will use the contact details of parents, alumnae and other members of the School community to keep them updated about the activities of the School, or events of interest, including sending updates and newsletters by email and by post. Unless the relevant individual objects, the School may also:

- Share personal data about parents and/or alumnae, as appropriate, with organisations set up to help establish and maintain relationships with the School community, such as the MSA or The Mount School York Foundation.
- Contact parents and/or alumnae by post, email and social media in order to promote and raise funds for the School and other causes.

Should you wish to limit or object to any such use, or would like further information about them, please contact the Marketing Department.

You always have the right to withdraw consent, where given, or otherwise object to direct marketing or fundraising. However, the School may need nonetheless to retain some of your details (not least to ensure that no more communications are sent to that address, email or telephone number.)

### **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 in which, any personal data relating to pupils, their families and alumnae are 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 DPA 2018 and 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 pupils and parents with third parties. All data outsourced to a third-party is in accordance with our contractual or legal obligations. Examples of this include:

- We may share information with organisations such as the Local Education Authority (LEA), the Independent Schools Inspectorate (ISI) or the Department for Education (DfE).
- 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 your child is not of British nationality, we must make sure that your child has the right to study in the UK. We will have to provide information about you and your child to UK Visas and Immigration (UKVI) to comply with our duties.
- If you have unpaid fees while your child is at the School, we may share this information with other educational establishments where you intend to send your child.
- If your child leaves to attend another school, we may need to provide that school with information about you. For example, information about family circumstances for safeguarding reasons.
- We may need to share information if there is an emergency, for example if your child is 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.

In accordance with Data Protection law, some of the School's processing activity is carried out on its behalf by third parties, such as service providers, web hosting services, cloud-based services 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 duties 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, in some cases regardless of whether they are proven, if they meet a certain threshold 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 YOUR 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. In some cases, pupils' medical, pastoral and SEN pupils' 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 only accessed by the School's 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 accordance with the DPA 2018 and GDPR, we only store data for as long as is necessary. How long we will need to keep your personal data will depend on the purpose it was collected for and the basis in law for keeping it.

We will keep some information after a child has left 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** – you have the right to be informed about how The Mount School York collects and uses your personal data.
- **Right of Access** – you have the right to request a copy of the personal data that The Mount School York holds.
- **Right to Rectification** – 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 retention.
- **Right to Restrict Processing** – you can request that the processing of your data is restricted.
- **Right to Object** – 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** – you can request secure transfer of your data to another business. Any individual wishing to access or amend their personal data or to have it transferred to another person or organisation, should contact the Director of Business Operations.
- **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/>

## **Pupil Rights**

The rights under data protection law belong to the individual to whom the data relates. However, the School will often rely on parental consent to process personal data relating to pupils (if consent is required) unless, given the nature of the processing in question and the pupil's age and understanding, it is more appropriate to rely on the pupil's consent.

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

However, where a pupil seeks to raise concerns confidentially with a member of staff and expressly withholds their agreement to their personal data being disclosed to their parents, the School may be under an obligation to maintain 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 the best interests of the pupil or other pupils, or if required by law.

Pupils can make subject access requests for their own personal data, provided that in the reasonable opinion of the School, they have sufficient maturity to understand the request they are making. A pupil of any age may ask a parent or other representative to make a subject access request on their behalf. Indeed, while a person with parental responsibility will generally be expected to make a subject access request on behalf of younger students, the information in question is always considered in law to be the child's. A pupil of any age may ask a parent or other legal representative to make a subject access request on their behalf and, moreover, (if of sufficient age) their consent or authority may need to be sought by the parent. Pupils aged 13+ are generally assumed to have this level of maturity, although this will depend on 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.

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

### **Obtaining a Copy of your 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 endeavour to respond to subject access requests as soon as is reasonably practicable and in any event within statutory time-limits.

### **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 or professional privilege. The School is not required to disclose any pupil examination scripts nor any confidential reference given by the School for the purposes of the education of any individual.

### **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 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 DPA 2018).

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

### **SHARING YOUR THOUGHTS ONLINE**

The Mount School York uses social media platforms such as Facebook and Twitter. These platforms can be used by parents and pupils to interact with the School. When doing so, your data may be visible to the service providers and their other 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/>