



Merchant Taylors'
School

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Current Parent (or Guardian) & Pupil Privacy Notice

Current Parents & Pupils Privacy Notice
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Author:	Data Protection Lead
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Last Amended:	June 2020
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Review:	June 2021
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Background

This privacy notice is also sent to parents alongside the Parent Terms and Conditions ("Parent Contract"), signed on acceptance to the School.

For the purposes of Data Protection Law (the UK Data Protection Bill and the General Data Protection Regulation 2018) the School is the Data Controller of Personal Data about pupils and their parents and/or guardians (the Schools' Information Commissioner's registration details are listed in the Schools' Data Protection Policy, published on the School's website). In the main (unless otherwise specified below), the Schools' basis for processing parental and pupils' personal data is a result of either a contractual obligation under the Parent Contract or as a result of 'legitimate interest' - in other words, the School requires this information in order to carry out its ordinary duties. The information processed will be the minimum required to form and maintain the contract between the parent and the school

Personal Data processed by us includes:

- names, dates of birth, nationality and contact details;
- where appropriate, medical / health information;
- national curriculum and other assessment information;
- attendance records;
- information relating to special educational needs or disabilities;
- previous school(s) information, including references and assessment data;
- images of pupils;
- in relation to parents and/or guardians
- financial information

We commonly use Personal Data for:

- Ensuring that we provide a safe and secure environment;
- Making decisions relating to admissions, bursaries and scholarships
- Providing pastoral care;
- Providing education and learning for children;
- Enabling pupils to take part in exams and assessments and to monitor and report on pupils' progress and educational needs;
- Providing additional activities for children and parents, such as extra-curricular clubs and educational trips and visits;
- Protecting and promoting our interests and objectives, including fundraising;
- Safeguarding and promoting the welfare of children;
- Where there has been a suspected misuse of the School's ICT facilities;
- Legal and management purposes and fulfilling our contractual and other legal obligations including planning and forecasting, research and statistical analysis including that imposed or provided by law

We may share Personal Data with third parties

- Where doing so complies with Data Protection Law.
- For example, we may share personal data as follows:
- With relevant statutory agencies or authorities (e.g. for safeguarding reasons or in order to comply with our reporting obligations and ISI);
- Where necessary in connection with learning and extracurricular activities and trips undertaken by pupils (for international trips your consent will be requested);
- When a reference or other information about a pupil or ex-pupil is requested by

- another educational establishment or employer to whom they have applied;
- To enable pupils to take part in national and other assessments;
- To obtain professional advice and insurance for the School;
- Where otherwise required by law or where reasonably necessary for the operation of the School;
- We may also share information about a pupil with their parents where permitted by data protection law, e.g. information about the pupil's academic attainment, behaviour and progress;
- We may need to share special category data (medical for instance), in order to safeguard students' vital interests and welfare, to provide appropriate pastoral 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 vital interests to do so: for example for emergency medical advice or treatment, to insurance providers or to schools or individual host families caring for our pupils;
- When using the school medical centre, we will routinely share details of any physical injury and medication administered with a pupil's parents. Where a pupil contacts the medical centre for other issues, they will normally be asked for consent to share that information with their parents (however, in the case of any potential safeguarding concern, the pupil will not be promised confidentiality).
- This list is not exhaustive and is subject to any modifications as deemed appropriate.
- Personal data collected by the School will, for the most part, remain within the school and will be processed by appropriate individuals only in accordance with access protocols, on a 'need to know' basis. Particularly strict rules of access apply in the context of:
 - Medical records held and accessed only by the school nurse or appropriate medical staff under her supervision, or otherwise in accordance with express consent and pastoral or safeguarding information and files
 - However, a certain amount of any SEN pupil's relevant information will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires.

Biometric Information, Photographs & CCTV

We do not currently use biometric data (eg. fingerprint identification systems) for school administration purposes (access to buildings, cashless purchasing etc). We use CCTV recordings for the purposes of crime prevention and investigation and also in connection with our obligation to safeguard the welfare of pupils, staff and visitors to our site. CCTV recordings may be disclosed to third parties but only where such disclosure is in accordance with data protection law. Staff and pupils are also reminded that although the primary purpose of the School's CCTV system is the detection and prevention of crime, any evidence of misconduct captured incidentally on these cameras can be used as evidence in disciplinary matters. There will be no routine monitoring of data captured by CCTV for disciplinary purposes but in the event of an incident or allegation in relation to a visitor, pupil or member of staff, any existing footage may be reviewed if relevant to the allegations.

We may use photographs (and occasionally other media such as video or sound recordings) of pupils for educational purposes or in our publications, including on the school website and on social media, for marketing and promotion purposes. We may also share

photographs and other media with third parties for these purposes (for example, for publication in a local or national newspaper). Consent will be sought for the use of photos in line with the Taking and Storing Images of Children Policy (available on the School website). If an external School Photographer is employed by the School, for individual or group photographs, the School will require a copy of their Data Protection Policy and check that in practice it meets the standards set by the School.

Fees

We may make enquiries of pupils' previous schools for confirmation that all sums due and owing to such schools have been paid. We may also inform other schools or educational establishments to which pupils are to be transferred if any of our fees are unpaid. Data Retention Personal data will be stored securely and not be kept for any longer than required for the Schools' legitimate or lawful purposes. Some records have to be retained for minimum periods by law. As a general rule, when personal data is no longer needed for the purposes for which it was collected, your data will be securely and permanently destroyed as soon as practicable.

The Schools maintain a school archive of historical interest. This means that some data that is used for research purposes (and that is compatible with the purposes for which the data was originally collected) may be kept indefinitely if the relevant conditions apply. For more information on the Schools' data retention policy or on how long it stores certain types of personal data, please contact the Schools' Data Protection Lead.

Alumni

We may share your contact details and information about your interests with the Old Boys' or Old Girls' Associations (OBA & OGA) so that they can inform you about events and activities which may be of interest. The OBA & OGA form part of the School and organises reunions, sporting fixtures, dinners, etc. The School Development Office, which supports both the OGA and OBA, has its own Privacy Notice that explains more fully how it uses alumni and parent data, please contact devoffice@merchanttaylor.com.

Retention

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where the School cannot or does not need to rectify it or update it. Records will be disposed of once the data is no longer needed for its original purpose, its legal basis has expired and it is beyond any retention period required by law.

Your Rights

You have rights in respect of your personal data and these are explained in the School's Data Protection Policy document. However, If you would like any further information please contact the Schools' Data Protection Lead.

Complaints

You are entitled to make a complaint at any time concerning how your data has been handled through the Information Commissioners Office (ICO) helpline:
0303 123 1113

If you wish to contact the school regarding a concern in relation to Data Protection, some guidance is offered below (should you require it) to allow the School to respond in the first instance

- Your full name and address / account number to help identify you
- Summary of your concern
- Details of your concern - what has happened and where appropriate the effect it has had on you
- Following the School's response you may still wish to proceed via the ICO

Further details regarding all aspects of Data Protection procedure are available at www.ico.org.uk