



**Merchant Taylors'**  
**School**

Ambition | Character | Excellence

# Prospective Parents & Pupils Privacy Notice

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**Author:** Data Protection Lead

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## **Background**

Before formally joining Merchant Taylors' (the School'), we will be in contact with a wide variety of parents, pupils and guardians and this privacy notice explains how we manage this personal data.

When parents sign the acceptance form and their child begins at School, they become subject to the Parent Terms and Conditions and these include a full privacy notice detailing how the School manages their data and the legal basis used for that processing.

## **What data do we collect?'**

The personal data that the Admissions department collect may consist of

For the candidate:

- Name
- date of birth
- address details
- Feeder and previous schools' information
- Information on siblings (if given)
- school report(s) and confidential reference(s)
- Reports from extracurricular activities and/or tutors (if relevant)
- Educational Psychologist report (if relevant and shared with the school)
- Medical Reports (if relevant)
- Special health/food/allergies requirements (if relevant)
- bursary application details (we do not hold the financial information)
- Test results (internal and external)
- Interview comments/results
- Passport information (and visa information if requires visa)
- Guardian/agent details (name, address, email and telephone number)

For the parents:

- Name
- Address, email, telephone numbers
- Occupation
- Marital status
- Details of any connection with Abingdon School
- Details, if required, of parental responsibility that you may have given us when originally enquiring about the School, at the time of registration, or subsequently;

Data about prospective parents and children will usually be collected directly from you but some data may be collected from third parties (for example previous schools, confidential references).

## **How we use your data**

The legal basis for holding your data is 'legitimate interest'. The School needs your personal data in order to successfully manage and administer the admissions process. Sensitive personal data is sometimes collected and generally held in order to protect your or your child's vital interests, safeguard your child or as a result of legal obligation.

We will also ask for specific consent at the time of registration or initial expression of interest

to send you future information about the School (prospectuses, upcoming events such as open days, newsletters etc). You will have the option to choose not to receive these further marketing communications at any time after your initial enquiry and to withdraw this consent if previously given.

Your personal data will be processed strictly in accordance with the DPA and GDPR and in the legitimate interests of the School in order to:

- Communicate and promote the School's admissions events and activities (that you have consented to)
- Advise you about the next steps in the application process (i.e. Taster days, Assessment date and details, Interviews, Scholarship information, Results, Induction days)
- Make decisions concerning admissions

### **Who has access to your data**

Data about prospective parents and children is held securely in a database and paper files belonging and hosted at Merchant Taylors' Schools and is treated confidentially and with sensitivity.

Such data may be made available upon request to academic and administrative departments involved in the admissions process at the Schools. The data will not be disclosed to third parties (except where required by legal or other statutory obligation) or external organisations and the data is not transferred overseas (other than results sent back to those in their countries of origin).

### **How long do we keep your data?**

Personal data is kept for the purposes of the administration of the admissions department and is kept for the length of time a pupil would have been able to attend the School.

### **Subject rights under the DPA/GDPR**

All data subjects have certain rights under the General Data Protection Regulation and the UK Data Protection Bill, including a right to be given access to data held about them by any data controller and a right to be removed from our database should you no longer wish to receive information from the Schools. You also have the right to opt out of the use of your data for any of purposes specified above provided it is not required to administer the admissions process in which you wish to participate.

Should you wish to opt out or be removed from our database or access your data, please contact [admissions@merchanttaylor.com](mailto:admissions@merchanttaylor.com).

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**

If you wish to make a complaint to the school concerning a Data Protection issue please contact the School's Data Protection Lead.

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/ the effect it has had on you
- Following the School's response you may still wish to proceed via the ICO

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

Further details regarding all aspects of Data Protection procedure are available at [www.ico.org.uk](http://www.ico.org.uk)