



Privacy notice for parents/carers – use of your child’s personal data

Under data protection law, individuals have a right to be informed about how Mount St Mary’s Catholic High School (MSM) uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

By virtue of gathering and storing personal information, MSM is legally designated a Data Controller, however, the MSM staff that use the data are legally designated Data Processors; anyone or any company that does anything with personal data at all are legally designated Data Processors.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care



- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Mount St Mary's is required to comply with the 6 principles below under which personal information must be:

- Fairly and lawfully processed
- Processed for a specific and lawful processes
- Adequate and up to date
- Not kept for longer than is necessary
- Processed in line with the rights of individuals
- Secure

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing this information is optional or not and what the possible consequences are of not complying would be,

There are 3 main ways in which MSM obtains information about students and parents:

1. Passed on to MSM from a student's previous school in Great Britain, from a Local Authority (LA) or the Department for Education (DfE)
2. Parents, guardians or carers complete information request forms if there is no previous school in Great Britain
 - a. Parents are also asked annually to check the information we hold about their child
3. Gathered as student progresses through MSM



There may be rare occasions when information is passed to MSM by other third parties, but in such situations, reasonable efforts are always made to check the accuracy of the information.

How we store this data

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Data is largely stored electronically on our Management Information System SIMS but some hard copy data is also stored in locked filing cabinets.

We have a record retention schedule which sets out how long we must keep information about pupils.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share your personal information with:

- Our local authority – legally we have to share certain information with it, such as safeguarding concerns and exclusions
 - Once your child reaches the age of 13, legally we have to pass on certain information about them to Leeds City Council (LCC) as it is part of what they legally have to do about the education or training of all 13-19 year-olds. This information helps LCC to provide youth support services, post-16 education and training services, and careers advisers. Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth LCC.
- The Department for Education (DfE) – e.g. for school censuses and The National Pupil Database. (For more information, see the DfE's webpage on how it collects and shares research data. You can also contact the Department for Education with any further questions about the NPD.) This information is used to measure how schools are performing, which helps with future support, education development and research.
- Your family and representatives
- Educators and examining bodies
- Our regulator, Ofsted, the "watchdog" that checks that we are doing what we should be and as well as we should be.
- Other school to which students may transfer

In addition to the main six possibilities listed above, we rarely share your personal information with anyone else when doing out normal day-to-day tasks as a school; we would not share your personal information with anyone else unless the law allows us to or consent to do so was given by you or your parents. However, there may be circumstances when some information not normally shared with others would need to be for us to do our job as a school, some examples of which are listed below.



- Suppliers and service providers – to enable them to provide the service we have contracted them for e.g. work experience coordinators and providers
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

We currently have no partner companies with whom we work.

Transferring data internationally

We do not currently transfer data internationally, or envisage having reason to do so in the future

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' (SAR) to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you with whom it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this – not currently a process employed by Mount St Mary's
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you want to make a request please download the Subject Access Request form from the Policy Page on the MSM website, complete the form and email it to:

dpo@mountstmarys.org



or post it to:

DPO Mount St Mary's Catholic High School

Ellerby road

Leeds

LS9 8LA

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Withdraw consent to data processing, where it was required and supplied, at any time
- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing – not currently a process conducted by Mount St Mary's
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person) – not currently employed by Mount St Mary's
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Be notified in the event of a data breach that might directly affect them
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact The Mount St Mary's Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF



Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Email: dpo@mountstmarys.org

Call: 0113 245 5248

Or write to:

DPO Mount St Mary's Catholic High School

Ellerby road

Leeds

LS9 8LA

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and carers and to reflect the way we use student data in this school.