



Privacy notice for parents and carers – how we use your 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 you includes, but is not restricted to:

- Contact details and contact preferences
- Bank details – only on school bank statements where transfers may have been made to or from the school
- Photographs – very rare and only possible as a consequence of attendance at some school events
- CCTV images captured in school – normal school day-to-day security

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data but only data that could be of benefit in caring for children at Mount St Mary's. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Family circumstances
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers

We may also hold data about you that we have received from other organisations, including other schools and social services.

Why we use this data

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Process payments for school services and clubs
- Provide appropriate pastoral care



- Protect pupil welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

Use of your personal data for marketing purposes

Mount St Mary's does not currently use personal data for marketing purposes

Our legal basis for using this data

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

- We need to comply with a legal obligation
- We need to perform an official task in the public interest
- We need to fulfil a contract we have entered into with you

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

- We have obtained consent to use it in a certain way
- We need to protect an individual's vital interests (protect their life)
- We may have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of your 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 you is mandatory, there may be 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

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.

Our record retention schedule sets out how long we keep information about parents and carers.

Data sharing

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

In addition to the DfE, the LA and schools to which students may transfer, MSM has no cause to share personal information with anyone in order to perform its normal day-to-day tasks as a school, and it would not share information with anyone other than those stated unless the law permits or consent to do so was given. However, there may be circumstances when some information not normally shared would require sharing, such as arranging work experience, in a medical emergency or for NHS visits to MSM.

There are some partner companies that MSM has, who provide services as part of the MSM educational provision, but none of them directly use or store any of the information that MSM does.

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our regulator, Ofsted
- Other schools to which students may transfer

In addition to the four possibilities listed above, MSM has no cause to share personal information with anyone in order to perform its normal day-to-day tasks as a school, and it would not share information with anyone other than those stated unless the law permits or consent to do so was given. However, there may be circumstances when some information not normally shared would require sharing with third parties, 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.

Your rights

How to access personal information that we hold about you

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

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

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will be likely to keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with if any one
- 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 in either hard copy or electronically

You may also have the right for your 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

Your other rights regarding your data

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing – not done at Mount St Mary's
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person) – not done at Mount St Mary's
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- 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