



Privacy notice for pupils

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

We hold some personal information about you that we got from you and your parents to make sure we can help you learn and look after you at school and help you to fulfill your potential.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Support you get in school
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Safeguarding information
- Photographs
- CCTV images

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help to fulfill your potential
- Track how well the school as a whole is performing
- Look after your wellbeing



Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep basic details after you have left MSM, where we are required to by law.

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 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 you reach the age of 13, legally we have to pass on certain information about you 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 share any personal data with anyone outside of the UK

Your rights

How to access personal information we hold about you

You can find out what personal information we hold about you, and how we use it, by making a ‘**subject access request**’ (**SAR**), as long as we judge that you can properly understand your rights



and what they mean; if we judge that you are unable to understand it properly, your parents could make the SAR on your behalf

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person) – not currently something done by MSM
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically 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 over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials – not currently something done by MSM
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person) – not currently something done by MSM
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer (see below).

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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 to reflect the way we use data in this school.