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## TRANSPARENCY NOTICE FOR PUPILS AND PARENTS

**Policy Custodian:** Deputy Head Information Systems

**Approving Body:** MTS Senior Leadership Team

**Approved:** June 2023

*(This notice does not apply to Merchant Taylors' Prep.)*

The General Data Protection Regulations 2018 protects an individual's rights in respect of their personal information and personal data. The following rights exist for individuals:

- Right to be informed how data is used by the School. (As set out below in this notice).
- Right of access to personal data held by the School.
- Right of rectification where personal data can be rectified if it is inaccurate or incomplete.
- The "right of erasure" is to enable an individual to request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- Right to restrict processing in order to 'block' or suppress processing of personal data in certain circumstances e.g. where the data is inaccurate or the processing was unlawful, so that particular data is merely held but not processed.
- Right to data portability allows individuals to obtain and reuse their personal data for their own purposes across different services.
- Right to object to processing based on legitimate interests, direct marketing or processing for purposes of scientific/historical research and statistics.
- Right to object to decisions made automated individual decision-making (making a decision solely by automated means without any human involvement).

Merchant Taylors' School holds and processed significant amounts of 'personal data' about members of the School community. Under the Act, the School must process such personal data 'fairly'. The GDPR say that the information provided to data subjects about how the School processes their personal data must be:

- concise, transparent, intelligible and easily accessible;
- written in clear and plain language, particularly if addressed to a child under 13 years of age;
- free of charge.

The School's Information Commissioner's Office registration number is Z1484349 and its registered address is **Merchant Taylors' School Ltd**. The School Address is Sandy Lodge Lane, Northwood, Middlesex, HA6 2AT.

Whilst **Merchant Taylors' School** is the Data Controller for the School, the School has appointed the Deputy Head Information Systems as its Privacy Officer to endeavour to ensure that all personal data is processed in compliance with this policy and the Regulation. In the event if queries arise, the DHIS may be contacted at the School via email: [info@mtsn.org.uk](mailto:info@mtsn.org.uk) or telephone, 01923 820644 or via written communication sent to the Deputy Head Information Systems at the School postal address.

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly.

Data will be processed for the purposes of responding to requests for information about applying to and joining the School. Merchant Taylors' will therefore have a "legitimate interest" for processing basic personal data and sensitive personal data. The data the School holds will be the minimum it requires to form and maintain the contract between you and the School.

The School will use process personal pupil data about individuals for a number of purposes as part of its 'legitimate interest' and 'business' operations, including but not limited to as follows:

- names, addresses, telephone numbers, e-mail addresses and other contact details;
- car details (about those who use School car parking facilities);
- bank details and other financial information, e.g. about parents who pay fees to the School;
- pupils' academic, disciplinary, admissions and attendance records (including information about any special needs), and examination scripts and marks;
- where appropriate, information about individuals' health, and contact details for their next of kin;
- references given or received by the School about pupils, and information provided by previous educational establishments and/or other professionals or organisations working with pupils;
- images of pupils (and occasionally other individuals) engaging in School activities, and images captured by the School's CCTV systems located both on site and also while travelling to and from School using transport provided by Companies appointed by the School (in accordance with the School's policies on taking, storing and using images and on the School's use of CCTV);
- Videography is at used at Merchant Taylors' to assist teacher training. The positioning of the video camera is such that the teacher is the focus of the footage and is chosen so that pupils cannot be identified unless the pupils actively choose to face the video camera. Pupils should notified that the filming is taking place in the lesson.
- In order for School Trips to be safely and securely undertaken, it will be necessary to share limited pupil and parent data with Travel Companies, Insurers and Transport and accommodation providers. This is likely to include the need to share pupil passport details where trips are abroad.
- Where there is an unexpected need to share pupil and parents' data with a third party, the individuals affected will be notified in advance.

Occasionally, the School will need to share personal information relating to its community with third parties, such as the School's Fundraising "Friends Groups", professional advisers (eg health care professionals, psychologists, counsellors, lawyers and accountants) or relevant authorities (eg police or the local authority). This also includes the Insurance Company that runs the MTS School Fees Refund Scheme, the company that facilitate School fee payments on behalf of some parents and the company that scrutinises applications for Bursaries received by the School. The takes part in annual vaccination programmes include Seasonal 'Flu, HPV, DTP-MEN\_ACWY. This requires some personal information including limited Medical Histories to be shared with organisations including Herts Community NHS Trust and a Medical sub-contractor Vaccination UK.

The School also has to complete surveys issued by organisations to which it is affiliated to including but limited to the Department for Education, the Independent Schools Council, the Independent Schools Bursars' Association and the Large Independent Day Schools group. Much of the information supplied to these groups is anonymous in character.

For the most part, personal data collected by the School will remain within the School, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis).

Once pupils leave Merchant Taylors', the School has to retain securely all past pupils personal data connected with for example admissions, academic progress within the School, examination results and medical records until they reach the age of 25. However, this may need to be modified if the

School finds itself under additional legal obligation. Records associated with former pupils who had Special Education needs may need to be retained for extended periods of time. Records that specifically relate to pupil health issues or accidents that happened while the pupil was engaging in educational activity under supervision of a School member of staff or a contracted employee may need to be retained indefinitely.

In the case of pupils that apply to Merchant Taylors' School, but are unsuccessful in their application, personal data will be retained for seven years after the conclusion of their application.

Everyone responsible for using the personal data of others at Merchant Taylors' School has to follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly and lawfully.
- used for limited, specifically stated purposes.
- used in a way that is adequate, relevant and not excessive.
- accurate.
- kept for no longer than is absolutely necessary.
- handled according to people's data protection rights.
- kept safe and secure.
- not transferred outside the UK without adequate protection.

With the exception of a confidential reference from an applicant's feeder School, we will obtain the data the School requires from the pupil, his parents or guardians directly. Should we need data from other sources we will contact you within a month of the date at which the School acquired the additional data.

We see the acquisition of personal data as necessary to properly admit each applicant to the School and for the School to fulfil its obligations under the contract once each pupil begins his education at the School.

There is no automated decision making or profiling involved in the Merchant Taylors' application process or during a pupil's time at the School.

Where pupils (or parents or guardians on behalf of the pupils) have given their data to the School under the legal basis of "consent", this consent may be withdrawn from the School at any time in writing to the Deputy Head Information Systems. Examples of this could include the use of a Thumb Scan for daily registration, information about ethnicity or religious tradition or the use of photographs or video footage taken by the School or its employees of a pupil engaging in educational activity where the pupil is the predominant focus of the activity.

Parents and pupils should be reminded that the School retains photographs of its pupils for the daily running of the School under the "legitimate interest" legal criteria. Moreover, there will be some circumstances in which it will not be practical to withdraw the use of a pupil image once it has been published eg in *The Taylorian* or *Scissorium*.

Pupils can make subject access requests for their own personal data, provided that, in the reasonable opinion of the School, they have sufficient maturity to understand the request they are making. Pupils aged 13 or over are generally assumed to have this level of maturity. All subject access requests from pupils will therefore be considered on a case-by-case basis.

A person with parental responsibility will generally be expected to make a subject access request on behalf of younger pupils. A pupil of any age may ask a parent or other representative to make a subject access request on his behalf.

If an individual believes that the School has not complied with this policy or acted otherwise than in accordance with the Act, they should utilise the School complaints procedure and should also notify the Deputy Head Information Systems. An individual can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Tel (01626) 545 700. However, the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.

The School will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable. Further details on personal data protection can be obtained in the School's Privacy Notice.

Deputy Head Information Systems