



PRIVACY NOTICE FOR PUPIL APPLICANTS

Policy Custodian: Senior Master

Approving Body: MTS Senior Leadership Team

Approved: July 2026

Approved: July 2027

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

The UK GDPR and Data Protection Act 2018 protect 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 eg 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 not to be subject to decisions based solely on automated processing, including profiling, which produce legal or similarly significant effects.
- To exercise any of these rights, please contact the Privacy Officer using the details below. The School will respond within one month.

Contact Details:

Email address [email:info@mtsn.org.uk](mailto:info@mtsn.org.uk)

Telephone, 01923 820644

Written communication sent to the Senior Master at the School

Postal address:

Merchant Taylors' School Ltd,
Sandy Lodge Lane,
Northwood,
Middlesex,
HA6 2AT.

Merchant Taylors' School holds and processes significant amounts of 'personal data' about members of the School community. Under the Act, the School must process such personal data 'fairly'. The GDPR states 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 Senior Master as its Privacy Officer to endeavour to ensure that all personal data is processed in compliance with this policy and the Regulations. In the event that queries arise, the Privacy Officer may be contacted at the School via email: info@mtsn.org.uk or telephone, 01923 820644 or via written communication sent to the Senior Master at the School postal address.

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. Where processing is based on legitimate interests, the School has carried out a balancing test to ensure such interests are not overridden by the rights of individuals. 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 process personal pupil data about individuals for a number of purposes as part of its 'legitimate interest' and 'business' operations, including as follows:

- names, dates of birth, addresses, telephone numbers, e-mail addresses, other contact details and nationality;
- right of residency to live and study in this country;
- bank details and other financial information, e.g. about parents who pay application fees to the School;
- where appropriate, information about applicant's health, dietary needs and contact details for their next of kin;
- Confidential references given by the feeder School about applicants, and information provided by previous educational establishments and/or other professionals or organisations working with applicants;
- marks secured by candidates in entrance examination papers and notes made by Senior Staff during applicant interviews. Examination scripts, may be exempt from disclosure under applicable data protection laws.
- Automated tools are used to assist the marking of the English assessment; however, all decisions are subject to meaningful human review and are not made solely by automated means. The English paper scripts will be pseudonymised by use of a bar code to protect the candidate's identity. As a check on this AI process, a proportion of the scripts will be marked by the teachers at the School, as well as any scripts deemed to be close to a particular threshold leading to the next stage of the admissions process.

The School implements appropriate technical and organisational measures to protect personal data against unauthorised access, loss, or misuse

Occasionally, the School will need to share personal information relating to its community with third parties, such as professional advisers (eg health care professionals, psychologists, counsellors, lawyers and accountants) or relevant authorities (eg police or the local authority). The School will also retain copies of information submitted by applicants in support of Bursary applications. The School will also retain reports received from a third-party provider, Bursary Applications Ltd (BAL), who are retained by the School to assess Bursary applications received from candidates. As part of the Bursary application, the financial reports received from BAL are confidential from the applicant and his family.

All third parties with whom data is shared are required to respect the security of personal data and process it in accordance with the law.

Merchant Taylors' School Ltd uses a Third Product called Intellistack (previously Formstack) to harvest applicant data. Data stored by Intellistack is held securely in Servers located in the United States of America. The School operates a rolling programme in which applicant data is transferred from Intellistack to the main School Management Information System, so that applicant data is ever held in Intellistack for no longer than 3 months.

In the case of pupils that apply to Merchant Taylors' School, but are unsuccessful in their application, personal data will be retained for no more than seven years after the conclusion of their application. The scripts of unsuccessful candidates or candidates who decline a place at the School will be destroyed 10 days after the published deadline for acceptance of a place at the School.

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 provision 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 your son begins his education at the School.

Applicants 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. Applicants 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 Data Protection Complaints procedure and should also notify the Privacy Office, the Senior Master, writing to the email address: arhc@mtsn.org.uk. 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 **0303 123 1113**. The School has registered its use of Personal Data with the Information Commissioner's Office (www.ico.org.uk) under registration number **Z1484349**. 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.