School

TRANSPARENCY NOTICE FOR PUPILS AND PARENTS

Policy Custodian: Senior Master
Approving Body: MTS Senior Leadership Team
Approved: June 2024

Data will be processed for the purposes of responding to requests for information about applying to and joining the School
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 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 use of CCTV);

video camera is

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 retained indefinitely.

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

School has to follow

used fairly and lawfully.
used for limited, specifically stated purposes.
used in a way that is adequate, relevant and not excessive.
accurate.

the Senior Master. An individual can also make a referral to or lodge a complaint with the Information

(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

Senior Master