

School

TRANSPARENCY NOTICE FOR PUPILS AND PARENTS

Policy Custodian: Deputy Head Information Systems

Approving Body: MTS Senior Leadership Team

Approved: June 2023

The General Data Protection Regulations

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.
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data where there is no compelling reason for its continued processing.
- certain circumstances e.g. where the data is inaccurate or the processing was unlawful, so that

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 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.
- 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 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 takBTo G{usedTJa}4(c)-17(S)-3

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

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
, Wilmslow,
Cheshire SK9 5AF. Tel (01626) 545 700. However, the ICO recommends that steps are taken to resolve the matter with the