



This statement explains how Mount Kelly handles and uses data we collect about parents and pupils applying to join or already studying at the School and should be read in conjunction with the School's Privacy Notice.

How the School uses your data

Data will be used (or "processed") for the purposes of responding to requests for information about joining the School and the School 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.

We will obtain the data the School requires from you; should we need data from other sources then we will contact you within a month.

We see the provision of personal data as necessary to properly admit your child to the school and then administer them, and for the School to fulfil its obligations under the contract once your child is a pupil here.

There is no automated decision making or profiling involved in this data stream into and through the school.

We will share your data with only those companies who have contracts with the School and who have equalled the School's precautions and systems for dealing with data.

We do not sell personal data to third parties under any circumstances, or permit third parties to sell on the data we have shared with them.

It is not necessary for data to be shared with other countries. The exception to this will be any international trips that the school organises. Should this be envisaged for your child, you will be contacted for your consent; the consent will be limited in time and content if required.

The retention period for pupil data will be until the pupil reaches the age of 25.

Your rights

The legal basis for processing your personal data is your consent, where you have provided this, and otherwise our legitimate interest.

You have the right to withdraw your consent to data processing at any time, however this will only apply to certain groups of data for which you have given particular consent.

We will publish on our website any changes we make to this data protection statement and notify you by other communication channels where appropriate.

You have the right to lodge a complaint with the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Questions and further statutory information

The controller for your personal data is the Mount Kelly Foundation.

The Privacy Officer is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, and can be contacted at privacy@mountkelly.com.

Please contact us through the address given above if you have any concerns or questions about the above information. Where you have specific requests relating to how we manage your data, we will endeavour to resolve these, but please note that there may be circumstances where we cannot comply with your specific request.

May 2018