



This statement explains how Mount Kelly handles and uses data we collect about employees of, or those applying to join, the Foundation and should be read in conjunction with the Foundation's Privacy Notice.

How the Foundation uses your data

Data will be used (or "processed") for the purposes of responding to requests for information about joining the Foundation and the Foundation will therefore have a "legitimate interest" for processing your basic personal data and sensitive personal data. The data the Foundation holds will be the minimum it requires to form and maintain the contract between you and the School.

We will obtain the data the Foundation 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 employ you at the Foundation and to administer, and for the Foundation to fulfil its obligations under the contract once you are an employee here.

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

The Foundation will share your data with only those companies who have contracts with the Foundation and who have equalled the Foundation'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 you, you will be contacted for your consent; the consent will be limited in time and content if required.

The retention period for employee data will be as detailed in the Foundation's retention policy or as modified by any legal obligation the Foundation finds itself under.

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.

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.