



1 Introduction

- 1.1 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.

2 How the School uses your data

- 2.1 Personal data will be processed for admissions, assessment of applications, educational provision, pastoral care, safeguarding, health and welfare management, administration of the parental contract and compliance with legal and regulatory obligations.
- 2.2 Depending on the processing activity concerned, the School processes personal data because it is necessary:
- to take steps prior to entering into a contract;
 - for the performance of the parental contract;
 - to comply with legal obligations;
 - to protect the vital interests of pupils;
 - for the School's legitimate interests; or
 - with consent where this is specifically required.
- 2.3 Where special category personal data is processed, this will be done in accordance with applicable data protection legislation and the additional conditions set out in UK GDPR and the Data Protection Act 2018.
- 2.4 We will generally obtain personal data directly from parents, guardians and pupils. We may also obtain information from previous schools, referees, educational professionals, medical practitioners, local authorities, examination bodies or other organisations where this is necessary for admissions, safeguarding or educational purposes. Where required by law, we will inform you when personal data has been obtained from another source.
- 2.5 The provision of certain personal data is necessary to assess applications, administer admissions, educate and support pupils, safeguard their welfare and enable the School to fulfil its contractual and legal obligations.
- 2.6 The School does not currently undertake solely automated decision-making that produces legal or similarly significant effects for applicants, parents or pupils.
- 2.7 Personal data may be shared with carefully selected service providers, professional advisers, healthcare providers, examination bodies, local authorities, safeguarding partners, regulatory authorities and other organisations where necessary to provide educational services, safeguard pupils, comply with legal obligations or support the operation of the School.
- 2.8 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.

- 2.9 Personal data may occasionally be processed outside the United Kingdom through carefully selected service providers or in connection with educational visits and overseas activities. Where personal data is transferred outside the United Kingdom, the School will ensure that appropriate safeguards are in place in accordance with UK data protection legislation.
- 2.10 Personal data is retained in accordance with the School's Records Retention Schedule. Core pupil records will generally be retained until a former pupil reaches at least the age of 25, although some records may be retained for longer where required for safeguarding, legal, regulatory, insurance, litigation or historical purposes.

3 Your rights

- 3.1 Depending on the processing activity concerned, the School relies on one or more of the following lawful bases:
- taking steps prior to entering into a contract;
 - performance of a contract;
 - compliance with legal obligations;
 - protection of vital interests;
 - legitimate interests; and
 - consent where specifically required.
- 3.2 Additional conditions under data protection legislation apply where special category personal data is processed.
- 3.3 Subject to applicable legal exemptions and restrictions, and in addition to the rights described in the School's Privacy Notice, you may have the right to:
- request access to personal data;
 - request correction of inaccurate personal data;
 - request erasure of personal data in certain circumstances;
 - request restriction of processing;
 - object to certain forms of processing; and
 - request portability of personal data where applicable.
- 3.4 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.
- 3.5 We will publish on our website any changes we make to this data protection statement and notify you by other communication channels where appropriate.
- 3.6 If you have concerns about how the School has handled your personal data, we encourage you to contact us first so that we can try to resolve the issue. You also have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

4 Questions and further statutory information

- 4.1 The controller for your personal data is the Mount Kelly Foundation.
- 4.2 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.

- 4.3 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.