



1 Introduction

- 1.1 This statement explains how Mount Kelly handles and uses data we collect about you whilst you are at the School and should be read in conjunction with the School's Privacy Notice.

2 How the School uses your data

- 2.1 We use information about you so that we can educate you, keep you safe, support your wellbeing and help you make the most of your time at Mount Kelly. We only collect and use the information we need to do this.
- 2.2 We use your information because:
- we need it to provide your education;
 - we have legal responsibilities that we must meet;
 - we need it to keep pupils safe and healthy;
 - we have legitimate reasons for running the School effectively; and
 - in some situations, you or your parents may give permission for us to use particular information.
- 2.3 Most information will come from you or your parents. Sometimes we may receive information from your previous school, healthcare professionals, examination bodies or other organisations that support your education or wellbeing. Where required, we will let you or your parents know. Sometimes we may need to use more sensitive information about you, such as health information, to help keep you safe and support your wellbeing.
- 2.4 We need certain information about you so that we can teach and support you, organise activities, keep you safe and provide the services you need while you are at School.
- 2.5 The School does not make important decisions about you using computers alone. Important decisions about pupils are always considered by appropriate members of staff.
- 2.6 We only share your information with people or organisations that need it to help us educate you, support you, keep you safe, provide healthcare or wellbeing support, organise activities or provide services on behalf of the School.
- 2.7 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.
- 2.8 Some of the systems we use may store or process information outside the United Kingdom. If this happens, the School makes sure that appropriate safeguards are in place to protect your

information. Information may also need to be shared when organising overseas trips and activities.

- 2.9 We keep pupil records in accordance with the School's Records Retention Schedule. Most pupil records are kept until former pupils reach at least the age of 25, although some information may need to be kept for longer where required by law, safeguarding responsibilities or other important legal reasons.

3 Your rights

- 3.1 We use your information because we need it to educate you, support you, keep you safe and run the School properly. Sometimes the law requires us to use information and, in certain situations, we may ask for permission from you or your parents.
- 3.2 Where we use information based on consent, you can withdraw that consent at any time. Depending on your age and understanding, you may also have rights to see information we hold about you, ask us to correct it, ask us to stop using it in certain situations and object to certain ways in which it is used.
- 3.3 We will publish on our website any changes we make to this data protection statement and notify you by other communication channels where appropriate.
- 3.4 If you are unhappy with how we use your information, please speak to us first. You can also make a complaint to 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 privacy@mountkelly.com.
- 4.3 If you have any questions about your information or how we use it, you or your parents can contact the Privacy Officer using the details above. We will always try to help and explain how your information is used.