



## Manchester High School for Girls

### Privacy Notice

#### Children over the age of 13 who attend Manchester High School for Girls

The purpose of this notice is to help you understand how the school will use and share your personal information and what we do with that information including how we share personal data with appropriate third parties.

#### How will we use and share pupil information

In order to carry out its ordinary duties to pupils, the School needs to process a wide range of personal data about individuals (including current, past and prospective pupils) as part of its daily operation. Some of this activity the School will need to carry out in order to fulfil its legal rights, duties or obligations. Other uses of personal data will be made in accordance with the School's legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided it does not involve special or sensitive types of data.

The types of information that we collect, hold and share include:

•	Personal information (such as pupil names, date of birth, and home addresses);
•	Special characteristics (such as an individual photograph, CCTV images, preferred language, gender, ethnicity, religion, nationality and country of birth);
•	Attendance information (such as being at events and teaching/sport sessions, number of absences and absence reasons);
•	Sensitive information related to pastoral needs, health or medical care and special educational needs.

The school expects that the following uses will fall within that category of its “**legitimate interests**”:

- For the purposes of pupil selection (and to confirm the identity of prospective pupils and their parents);
- To provide education services, including musical education, physical training or spiritual development, career services, and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Maintaining relationships with alumni and the school community, including direct marketing or fundraising activity;

- For the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law;
- To enable relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- To give and receive information and references about past, current and prospective pupils, including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended or where it is proposed they attend; and to provide references to potential employers of past pupils;
- To enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils of the school;
- To safeguard pupils' welfare and provide appropriate pastoral care;
- To monitor (as appropriate) use of the school's IT and communications systems in accordance with the school's IT: acceptable use policy;
- To make use of photographic images of pupils in school publications and on the school website in accordance with the school's policy on taking, storing and using images of children;
- For security purposes, including CCTV in accordance with the school's CCTV notices;
- To carry out or cooperate with any school or external complaints, disciplinary or investigation process; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

### **Who has access to personal data and who the school shares it with?**

Occasionally, the School will need to share personal information relating to its pupils with third parties, such as:

- government authorities (e.g. DfE, police or the local authority);
- examination boards;
- Data analysis Centres e.g. CEM; and
- appropriate regulatory bodies e.g. the Teaching Regulation Agency, the **Independent Schools Inspectorate**, or the Information Commissioner.

For the most part, personal data collected by the School will remain within the School, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of:

- medical records held and accessed only by the school doctor and appropriate medical staff under her supervision, or otherwise in accordance with express consent; and
- pastoral or safeguarding files.

However, a certain amount of any SEN pupil's relevant information will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires.

Staff, pupils and parents are reminded that the school is under duties imposed by law and statutory guidance (including [Keeping Children Safe in Education](#)) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as the LADO or police. For further information about this, please view the school's Safeguarding Policy.

It is not necessary for data to be shared with other countries, except for international trips that the School organises. Should this be envisaged, parents of students will be contacted for consent which will be limited in time and content if it be required.

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

Our Privacy and Compliancy Officer (PCO) is Ms Rebecca Fairgrieve (Director of Finance & Operations) and is contactable via [administration@mhsg.manchester.sch.uk](mailto:administration@mhsg.manchester.sch.uk)