## Privacy Policy

## **Your Personal Information and Privacy**

Your privacy is important to us and we understand how important your personal information is to you. Accordingly, we are in the process of updating our data processes and procedures.

## **Privacy Notices**

When you join the School or even just visit our website, we need to ask you for some personal information. Our Privacy Notices explain why we need this information, what we do with it and how long we keep it for. Depending upon your relationship with the School at the time, you may fall into one or more of the following categories:

Pupils over the age of 13
Parents / Guardians
Staff
Governors
Alumnae and Supporters

Pupil data is collected through the School by awarding bodies for conducting examinations and assessments and the issuing of examination results and certificates.

These Privacy Notices will be kept up-to-date as further guidance on data management is issued, or from time to time we may need to change what information we collect or who it is shared with.

## Find out more

The Bursar is a member of the Senior Leadership Team responsible for the protection and use of data. We want to make sure we are giving you the information about privacy and security that you want, so if there is anything more you would like to know then please contact the Bursar via <a href="mailto:privacy@mhsg.manchester.sch.uk">privacy@mhsg.manchester.sch.uk</a>