



Methodist College Belfast Privacy Notice for Pupils

Introduction

This notice is to help you understand **how** and **why** we collect your personal information and **what** we do with that information. It also explains the decisions that you can make about your own information.

We are giving you this notice because you are mature enough to make decisions about your personal information.

What is "personal information"?

Personal information is information that the College holds about you and which identifies you.

This includes information such as your name, date of birth and address as well as things like exam results, medical details and behaviour records. The College also records your religion and ethnic group. CCTV, photos and video recordings of you are also personal information.

How and why does the College collect and use personal information?

Below are examples of the different ways in which we use personal information and where this personal information comes from. The College's primary reason for using your personal information is to provide you with an education.

Admissions forms give us lots of personal information. We get information from you, your parents, your teachers and other pupils. Your previous school also gives us information about you so that we can teach and care for you.

Sometimes we get information from your doctors and other professionals where we need this to look after you.

We collect this information to help the College run properly, efficiently and safely and to let others know what we do here. Here are some examples:

- We need to tell the appropriate teachers if you are allergic to something or might need extra help with some tasks.
- We use CCTV to help make sure the College site is safe and secure. CCTV is not used in private areas such as changing rooms.
- We may need to report some of your information to the government. For example, we may need to tell the local authority that you attend the College or let them know if we have any concerns about your welfare.
- We may need information about any court orders or criminal matters which relate to you. This is so that we can safeguard your welfare and wellbeing as well as that of the other pupils at the College.
- If you are from another country, we have to make sure that you have the right to study in the UK. We might have to provide information to UK Visas and Immigration who are part of the government.

- Depending on where you will go when you leave us we may need to provide your information to other schools, colleges and universities or potential employers. For example, we may share information about your exam results and provide references. We may need to pass on information which they need to look after you.
- When you take public examinations (e.g. GCSEs) we will need to share information about you with examination boards. For example, if you require extra time in your exams.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your classmates is injured at College or if there is an accident.
- We may need to share your information with health professionals if you are unwell, if there is an accident or to assist them in carrying out their duties.
- Occasionally we may use consultants, experts and other advisors to assist the College in fulfilling its obligations and to help run the College properly and efficiently. We might need to share your information with them if this is relevant to their work.
- If you have misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by the police.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We may share your academic and behaviour records with your parents or education guardian so they can support your education.
- We may share information about you with other schools. For example, your attendance and behaviour records and your test results.
- We will only share your information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.

We will monitor your use of email, the internet and mobile electronic devices e.g. iPads. This is to check that you are not misbehaving when using this technology or putting yourself at risk of harm. If you would like more information about this you can read the ICT Acceptable Use policy.

If we have obtained permission, we may use photographs or videos of you for the College's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the College. We may continue to use these photographs and videos after you have left the College.

Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.

We publish our public exam results, sports fixtures and other news on the website and social media and put articles and photographs in the news to tell people about what we have been doing.

We may keep details of your address when you leave so we can send you information about the life and work of the College. We may also pass your details onto the Methodist College Former Pupils Association.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your information.

Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The College relies on legitimate interests for most of the ways in which it uses your information.

Specifically, the College has a legitimate interest in:

- Providing you with an education.
- Safeguarding and promoting your welfare and the welfare of other children.
- Promoting the objects and interests of the College. This includes fundraising e.g. if we want to raise money to fund new buildings.
- Facilitating the efficient operation of the College.
- Ensuring that all relevant legal obligations of the College are complied with.

In addition, your personal information may be processed for the legitimate interests of others. For example, we may use information about you when investigating a complaint made by one of your fellow pupils.

If you object to us using your information where we are relying on our legitimate interests as explained above, please speak to your Head of Year.

Legal obligation

Where the College needs to use your information in order to comply with a legal obligation, for example to report a concern about your wellbeing to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital interests

For example, to prevent someone from being seriously harmed or killed.

Public interest

The College considers that it is acting in the public interest when providing an education.

If you have any concerns about any of the above, please speak to your Head of Year.