MOOR PARK

AD DEUM QUI LAETIFICAT JUVENTUTEM MEAM

PRIVACY NOTICE

Moor Park Charitable Trust Ltd of Richard's Castle, Ludlow, Shropshire SY8 4DZ is a registered charity. Our Charity Number is 511800 and we are registered at Companies House with company number 1571498.

We are a co-educational day and boarding prep school for children aged 3 to 13 years as well as a day care facility (Tick Tock) for children aged 3 months to 3 years which operates for 50 weeks of the year. This Privacy Notice is intended to cover the activities of the School, the Moor Park Parents' Association and the Moor Park Society (referred to as "the school" throughout this document).

Moor Park Charitable Trust Ltd is the Data Controller for the purposes of the General Data Protection Regulation (EU 2016/679), the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and any legislation which amends, enacts, re-enacts or replaces it in England and Wales.

Purpose of this Policy

This policy is intended to provide information about how the school will use or process personal data about prospective, current and past pupils and their parents; staff, suppliers and contractors, donors, friends and supporters, and other individuals connected to or visiting the school.

This information is provided in accordance with individuals' rights under Data Protection Law to understand how their data is used. Staff, parents and pupils are all encouraged to read this Privacy Notice and understand the school's obligations to its entire community.

This Privacy Notice applies alongside any other information the school may provide about a particular use of personal data, for example when collecting data via an online or paper form.

This Privacy Notice also applies in addition to the school's other relevant terms and conditions and policies, including:

- any contract between the school and its staff or the parents of pupils;
- the school's policy on taking, storing and using images of children;
- the school's Retention of Records Guidelines;
- the school's safeguarding, pastoral, or health and safety policies;
- the school's IT policies, including its Acceptable Use Policy, Cyber-Bullying Policy, Mobile Devices Policy, E-Safety Policy, and Bring Your Own Device Policy for Staff and Visitors.

Anyone who works for or acts on behalf of the school (including staff, volunteers, governors and service providers) should also be aware of and comply with this Privacy Notice and the school's data protection policy for staff.

Responsibility for Data Protection

The school has appointed the Bursar as the Privacy and Compliance Officer who will deal with all your requests and enquiries concerning the school's uses of your personal data (see section on Your Rights below) and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law. The Bursar can be contacted on bursar@moorpark.org.uk

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Why the School needs to process personal data

In order to carry out its ordinary duties to staff, pupils and parents, the school may process a wide range of personal data about individuals as part of its daily operation.

The school will need to carry out some of this activity to fulfil its legal rights, duties or obligations – including those under a contract with its staff, or parents of its pupils.

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 school expects that the following uses may 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 and monitor pupils' progress and educational needs;
- Maintaining relationships with alumni and the school community, including direct marketing or fundraising activity;
- For management planning and forecasting, research and statistical analysis;
- 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 pupils;
- To enable pupils to take part in assessments and to publish results;
- To safeguard pupils' welfare and provide pastoral care;
- To monitor use of the school's IT and communications systems;
- To make use of photographic images in school publications, website and social media (in line with policy);
- Where otherwise reasonably necessary for the school's purposes.

In addition, the school may need to process special category personal data or criminal records information where necessary for safeguarding, employment, education or legal obligations.

Types of personal data processed by the School include:

- Contact details;
- Financial information;
- Academic, disciplinary and attendance records;
- Health information and next of kin;
- References and information from previous schools;
- Images and CCTV footage.

How the school collects personal data

Personal data is generally received directly from the individual (or their parents). It may also be received from third parties such as other schools or authorities.

Who has access to personal data and with whom the School may share this data

Personal data will be shared only as necessary and with appropriate safeguards. This may include professional advisers, relevant authorities, or the Moor Park Parents' Association and Moor Park Society (with consent).

Sensitive data such as medical and safeguarding records are subject to particularly strict access controls. Some information may be shared for safeguarding or SEN provision. Processing may be carried out on behalf of the school by trusted third-party IT or cloud service providers, under strict contractual terms.

How long we keep personal data

The school keeps data only as long as necessary, in line with its Retention of Records Guidelines. Current practice includes retention of all pupil files in light of ongoing statutory inquiries. Queries or requests for deletion should be directed to the Bursar.

Keeping in touch and supporting the School

The school may contact parents, alumni and the wider community with news and fundraising information. Contact details may be shared with the Moor Park Parents' Association and Moor Park Society unless an objection is received. Consent can be withdrawn at any time.

Your rights

Individuals have rights under Data Protection Law to access, amend, erase or transfer their data, or to object to its processing. Requests should be made in writing to the Bursar. The school may withhold certain exempt information or charge a fee for excessive requests.

Pupils may request access to their own data if they are deemed mature enough. Parental access to a child's data is considered in light of the child's maturity and best interests.

Consent

Where consent is relied upon, it can be withdrawn at any time. However, the school may have a legal basis to continue processing data.

Whose rights?

Data protection rights belong to the individual data subject. Parental consent is usually relied upon for young pupils unless the pupil is mature enough. The school may not always inform parents of their child's communications, depending on the circumstances.

Data accuracy and security

The school takes care to keep data accurate and secure. Please notify the Bursar of any changes. Individuals may request correction or erasure of inaccurate data.

This policy and privacy notice may be updated periodically. Substantial changes will be communicated directly as appropriate. Queries and Complaints Questions or complaints should be directed to the Bursar at bursar@moorpark.org.uk. Concerns may also be raised with the Information Commissioner's Office (ICO).