



Privacy Notice for Parents/Carers of Independent School Students

Under data protection law, individuals have a right to be informed about how an organisation uses any personal data that is held about them. Manchester Young Lives complies with this legislation by providing privacy notices to inform individuals regarding how their personal data is processed.

This privacy notice therefore explains how Manchester Young Lives collects, stores and uses personal data regarding students attending our Independent School

We, Manchester Young Lives [MYL], are the 'data controller' for the purposes of data protection law.

Personal data held by MYL

Personal data that we may collect, process, hold and share (when appropriate or necessary) about our students includes, but is not restricted to:

- Contact details, including parent/carer contact details
- Date of Birth
- Results of internal and external exams and tests, such as GCSEs etc
- Educational history and records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Behaviour and exclusion data
- Health and wellbeing data including details of any medical conditions
- Attendance and Absence data
- Details of any additional support our students receive, for example care plans
- Information relating to safeguarding
- Photographs
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including Manchester Secondary PRU, other schools, local authorities and the Department for Education.

Why we use this data

MYL uses this data in order to:

- Support pupil learning
- Safeguard and Protect the wellbeing of our Students
- Monitor and report on pupil behaviour and attainment
- Provide pastoral care
- Evaluate the performance of our provision
- Comply with the legal documents, such as the School Census

Our legal basis for using this data

We only collect and use students' personal data in line with data protection law. In most instances, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

On occasion, we may also process Students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

The reasons listed above for collecting and processing students personal data may overlap and there may be more than one grounds used to justify the use of their data.

In cases where consent has been obtained for the use of personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Collecting this information

The vast majority of information we collect regarding our students is mandatory, however there is some information that can be provided voluntarily. Whenever we look to collect information from either yourself or your child, we will state whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

Personal information regarding our students is held while they are attending our school. We may also keep this beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our [data retention schedule, contained in our data protection policy](#), outlines the timescales which we will keep information about our students.

Data sharing

MYL does not share information about its students with third party agencies without obtaining consent, unless the law and our policies allow us to do so. Where it is a legal requirement or necessary (and it complies with data protection law) we may share personal information about students with:

- *Our local authority – to meet our safeguarding requirements*
- *Manchester Secondary PRU*
- *The Department for Education (a government department)*
- *Examining bodies*
- *Our regulator, e.g. Ofsted.*
- *Our IT support supplier*
- *Central and local government*
- *Health authorities*
- *Health and social welfare organisations*
- *Police forces, courts, tribunals*
- *Manchester Young Lives' employability and youth engagement provision*

National Pupil Database

MYL is required to share information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. For more information, see the Department's webpage (<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>) on how it collects and shares research data. You can also contact the Department for Education with any further questions about the NPD.

Youth support services

Once our students reach the age of 13, we are legally required to pass on certain information about them to **Manchester City Council**, as it has legal responsibilities regarding the education or training of 13-19 year-olds. This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or students once aged 16 or over, can contact our Business Support Team to request that we only pass the individual's name, address and date of birth to **Manchester City Council**.

Parents and Students' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the organisation holds about them. These requests must be made in writing (requests received in email format are acceptable).

Requests can be made by parents or carers with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 13), or where the child has provided consent.

If you do make a subject access request, and if we do hold information about you or your child, we will:

- Describe the information held.
- Explain why this data is held and how it is processed, including how long we will keep it for.
- Explain the source we obtained the data from, if you did not provide it yourself.
- Inform you who it has been, or who it will be, shared with.
- Inform you whether any automated decision-making is being applied to the data, and any consequences of this.
- Provide you with this information in an accessible format.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Business Support Team.

Other rights regarding student and parent data

Under data protection law, you also have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing

- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Business Support Team.

Complaints

Any complaints received regarding the collection and processing of personal information will be taken very seriously.

If you believe that MYL's collection or processing of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please make this known as soon as possible.

To make a complaint, please contact our Business Support Team.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any further queries, concerns or would like more information about the contents of this privacy notice, please contact our **Business Support Team**:

- In writing to: Manchester Young Lives, The Addy Young People's Centre, Woodhouse Lane, Wythenshawe, M22 9TF.
- Via email to: info@manchesteryounglives.org.uk.
- Call: 0161 437 5923.