



Methodist Independent Schools Trust (MIST) – Head Office

PRIVACY NOTICE – Pupils (June 2020)

WHO WE ARE

Methodist Independent Schools Trust (MIST) is an educational charity operating in England and Wales. MIST Head Office is based at 25 Marylebone Road, London, NW1 5JR. MIST can be contacted on 020 7935 3723 and admin@methodistschools.org.uk. MIST's charity registration number is 1142794 and company number is 07649422. Each School controls their own data. MIST Head Office controls the data at the London Office.

This privacy notice explains to you how MIST Head Office uses and protects pupils' data.

THE CATEGORIES OF PUPIL INFORMATION THAT WE LOOK AFTER INCLUDE:

- Personal information (such as name, address, date of birth, email)
- School reports (Methodist Bursary Fund)
- Special category data (religious affiliation – for Methodist Bursary Fund)
- Information related to a complaint that has reached Head Office

WHY WE PROCESS THE DATA:

We use your data to:

- Give you access to the Methodist Bursary Fund
- Administrate the Methodist Bursary Fund
- To investigate any complaints

THE LAWFUL BASIS ON WHICH WE USE THIS INFORMATION

MIST requires consent to process your bursary data. If you are under 13 the consent will be given to MIST by your parents on your behalf. If you do not provide your personal data, we will not be able to consider you for or administer the award of a bursary to you from the Methodist Bursary Fund.

For complaints, MIST uses 'legitimate interest' as the lawful basis to process information.

You have the right to withdraw consent (ask us to stop looking after/using your data) at any time – dataprotection@methodistschools.org.uk.

STORING YOUR DATA

We hold your personal data only when you apply for a bursary. After the application process is finished we delete the data by secure means. We do keep a note of Bursary applications (names,



school, bursary amount) for our own internal records.

Personal data relating to complaints is stored on securely and only staff with a need to see it do so.

WHO WE SHARE PUPIL INFORMATION WITH

MIST Head Office will not share your personal data with anyone, except your parents/guardians and school.

It is possible that sometimes MIST must share your information (e.g. safeguarding, complaints etc) with external third parties (e.g. lawyers) this is done for legitimate interests.

YOUR RIGHTS

You have the right to know what data we have about you. This can involve a formal Data Subject Access Request (DSAR). However, data that is subject to legal work is not usually available.

Contact the Information & Communications Manager on dataprotection@methodistschools.org.uk to discuss and make a DSAR. More information is available on the website www.methodistschools.org.uk/privacy_notices.

YOU ALSO HAVE THE FOLLOWING RIGHTS:

- Right to be forgotten (erasure) – to have your data deleted (there are exceptions to this right which is listed in the MIST Privacy Notice www.methodistschools.org.uk/privacy_notices).
- Right of transparency – you need to be told about what we have, why we have it, and what we are doing to it.
- Right of correction (rectification) – you can ask for any mistakes to be corrected.
- Right to object – you can tell us that you do not want your data to be used, on grounds relating to your situation (again, there are some exceptions).
- Rights on automated decision-making – this means that when a computer instead of a natural person (human) makes a significant decision about you, you can object to it. MIST does not use automated decision-making in respect of applications for bursaries.
- Right to restrict processing – this allows you to request that we stop or restrict our processing of your data, in certain circumstances.
- Right to portability – you can ask us for a machine-readable, portable version of your data, which for example you can transfer on to another data controller. However, this only applies where our processing is based on your consent and carried out by automated means.

THIS POLICY

- MIST Head Office will update this Privacy Notice. We will inform you of any major changes that affect your rights.



Queries and Complaints

Any comments or queries on this policy should be directed to the Information & Communications Manager (dataprotection@methodistschools.org.uk, 020 7935 3723).

If an individual believes that MIST Head Office has not acted with this policy or the Data Protection Law, they should use the Trust's complaints procedure and should also notify the Information & Communications Manager.

You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the data controller before involving the them.

Reviewed: June 2020

Next Review: June 2021

