

Privacy Notice for Prospective Pupils and their Parents/Guardians

Introduction

St Mary's School (Colchester) Limited ("the School") is committed to protecting and respecting the privacy of prospective pupils and their parents or guardians.

The School has a legitimate need to collect and process personal information about prospective pupils in order to manage admissions, assess applicants, operate entrance assessments, determine whether the School can appropriately meet an applicant's educational needs and, where appropriate, offer a place at the School. The School also collects and retains information to help plan and support learning and progression opportunities for prospective, current and former pupils.

This Privacy Notice explains what information we collect, how we use it, who we share it with, how long we keep it and the rights available to you under data protection legislation. For the purposes of UK data protection legislation, the School is the Data Controller.

Contact Details

If you have any questions about this Privacy Notice or wish to exercise your data protection rights, please contact:

Data Protection Manager

Email: dpm@stmaryscolchester.org.uk

Data Protection Officer

Information Governance Support Service

Email: igs@essex.gov.uk

Telephone: 03330 322970

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk.

What Information We Collect

As part of the admissions process, we may collect and process information including:

Identity and Contact Information

- Child's name
- Date of birth
- Gender
- Nationality
- Home address
- Parent and guardian details
- Telephone numbers
- Email addresses
- Photographs where provided

Educational Information

- Current and previous school details
- School reports
- References from previous schools
- Academic records
- Assessment information
- Predicted attainment data
- Interview records
- Scholarship application information
- Entrance assessment results and scores

Attendance and Behaviour Information

Where available and relevant to an application:

- Attendance records
- Behaviour records
- Exclusions information

Medical and SEND Information

- Relevant medical conditions
- Disabilities
- Learning support requirements
- Special Educational Needs and Disabilities (SEND) information
- Information necessary to make reasonable adjustments during the admissions process

Financial Information

Where relevant:

- Fee payer details
- Financial information supporting bursary applications
- Billing information

Technical Information

When using our website or online admissions systems:

- Internet Protocol (IP) addresses
- Browser information
- Device information
- Website usage information
- Cookie information

The School may also process special category personal information where necessary to assess educational, welfare, safeguarding, accessibility or support requirements.

How We Collect Information

Information may be obtained:

- Directly from parents, guardians or applicants
- Through admissions and registration forms
- Through entrance assessments and examinations
- At interviews and open events
- Through correspondence, including email and telephone communications

- From current or previous schools
- Through references provided by educational institutions
- Through scholarship or bursary applications
- Through our website and admissions systems

This reflects the methods by which the School currently collects pupil information, including forms, assessments, correspondence, surveys and website interactions.

How We Use Information

The School uses applicant information to:

- Administer and manage admissions enquiries
- Assess applications for entry
- Communicate with prospective families
- Arrange interviews, visits and assessments
- Consider scholarship and bursary applications
- Evaluate academic suitability for admission
- Determine whether appropriate educational and pastoral support can be provided
- Make reasonable adjustments during the admissions process
- Safeguard children and young people
- Meet legal and regulatory obligations
- Defend or establish legal claims

Entrance Assessments

As part of the admissions process, applicants may be required to sit one or more entrance assessments.

The School will process personal information relating to those assessments, including:

- Candidate identification information
- Examination scripts and responses
- Assessment marks and scores
- Standardised scores
- Invigilator or assessor notes
- Interview notes where applicable
- Scholarship assessment results

This information is processed for the purposes of:

- Administering the assessment process
- Assessing academic suitability for admission
- Determining eligibility for scholarships or awards
- Ensuring fairness and consistency in admissions decisions
- Identifying any reasonable adjustments or support requirements

Admissions decisions are not made solely by automated means. Assessment results form part of a wider review conducted by appropriate staff.

Lawful Bases for Processing

The School processes personal information under one or more of the following lawful bases:

- **Legitimate Interests** - To operate an effective and fair admissions process and assess suitability for admission.

- **Steps Prior to Entering a Contract** - To take steps requested by prospective parents before entering into a parent contract.
- **Legal Obligations** - To comply with legal, safeguarding, equality and regulatory requirements.
- **Vital Interests** - Where processing is necessary to protect the wellbeing or safety of a child or another individual.
- **Substantial Public Interest** - Where special category information is processed for safeguarding, equality monitoring or educational support purposes.

These bases are consistent with those relied upon elsewhere within the School's pupil information processing activities.

Sharing Information

The School may share applicant information with:

- Current or previous schools
- Educational referees
- Examination and assessment providers
- Educational psychologists or specialist advisers
- Local authorities where required
- Regulatory and safeguarding authorities
- Professional advisers
- Information technology and admissions system providers

The School may also receive references about prospective pupils from educational institutions and provide information to educational institutions where appropriate.

Personal information is only shared where there is a lawful basis to do so.

Retention of Information

Successful applicants' admissions records will become part of the pupil's educational record and will be retained in accordance with the School's retention schedule.

Admissions records and personal information for unsuccessful applicants, or where an offer is declined, will normally be retained for 12 months after the completion of the admissions cycle to allow the School to manage enquiries, complaints, appeals and legal claims before being securely deleted or anonymised.

Further details are available from the School upon request.

Data Security

The School has appropriate technical and organisational measures in place to protect personal information against accidental loss, unauthorised access, misuse, alteration or disclosure.

Access to admissions information is restricted to staff who need the information to carry out their duties.

Your Rights

Subject to data protection legislation, individuals may have rights to:

- Access personal information
- Rectify inaccurate information
- Request erasure of information
- Restrict processing
- Object to processing
- Request data portability
- Withdraw consent where consent is relied upon

Further information can be obtained from the Data Protection Manager.

Transition to Pupil Records

Where an applicant accepts a place and joins the School, information collected during the admissions process, including entrance assessment results, references, learning support information and other relevant admissions records, may become part of the pupil's educational record and will thereafter be processed in accordance with the School's Privacy Notice for Pupils.

Reviewed/Approved: October 2026
Next review: Summer 2027