

Privacy Notice (how we use parents and carers personal information)

The Morris Education Trust is classed as a ‘Data Controller’ under the General Data Protection Regulation 2016 (GDPR). The Trust is registered with the Information Commissioner’s Office and follows the principles of the GDPR. This privacy notice covers all those parents/carers who have a student at a Morris Education Trust school/academy.

We take your privacy seriously and this notice outlines what sort of personal data we collect, why we do this, how long we store it and who we share it with. Access to personal data is only available to those who need it for a specific purpose.

1. The categories of parent/carer information that we process include:

- personal identifiers, contacts and characteristics (such as name, contact details, ethnicity, languages spoken)
- Family circumstances
- Bank details
- Eligibility for certain benefits
- Support received including care plans and providers
- photographic image
- images through CCTV at various locations around our sites

This list is not exhaustive. We may also hold data about you that we have received from other organisations, including other schools and social services.

2. Why we collect and use this information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements. We collect and use your information, for the following purposes using these legal bases of the GDPR:

Purpose of collection and use	Legal basis for collection of personal data from Article 6 GDPR	Legal basis for collection of special category personal data from Article 9 GDPR
a) to report to you on your child’s attainment and progress	Article 6(1)(c) - legal obligation	
b) to protect pupil welfare and provide appropriate pastoral care	Article 6(1)(e) - public task	Article 9 (2)(g) – substantial public interest (for Child Protection information)
c) to prevent and detect crime (CCTV footage)	Article 6(1)(e) - public task	
d) to keep you informed about the running of the	Article 6(1)(e) - public task	

school (such as emergency closures) and events		
e) to process payments for school services and clubs	Article 6(1)(e) - public task	
f) to administer admissions waiting lists	Article 6(1)(e) - public task	
g) to assess the quality of our services	Article 6(1)(e) - public task	
h) to carry out research	Article 6(1)(e) - public task	
i) to comply with our legal and statutory obligations	Article 6(1)(c) - legal obligation	

3. How we collect your information

We collect personal information primarily from the student admissions form and related forms.

While the majority of information we collect about you is mandatory, there may be some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

4. How we store this information

We hold your data securely whilst your child attends our school and beyond that where we need to comply with legal obligations. For more information on our data retention policy and how we keep your data safe, please visit our website at www.tmet.org.uk.

CCTV footage is overwritten on a rolling approximately 7 week schedule unless exported for evidential purposes in line with our ICO registered purposes (detection and prevention of crime).

5. Who we share this information with and why

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- our local authority, Cambridgeshire County Council - to meet our legal obligations such as safeguarding concerns and information about exclusions
- the Department for Education (DfE) - collects some personal data from educational settings
- Our regulator e.g. Ofsted – to enable them to assess the quality of our services
- Suppliers and service providers - to enable them to provide the service we have contracted them for
- Financial organisations – to process payments for school services and clubs
- Health and social welfare organisations – to enable appropriate support
- Police forces (when relevant)
- Morris Education Trust members of staff (where relevant)

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

6. Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a 'subject access request' for your personal information, contact the Data Protection Officer, Morris Education Trust, by email DPO@tmet.org.uk or by phone 01223 200409 or write to Data Protection Officer, Morris Education Trust, 24 New Road, Impington, Cambridge, CB24 9LX

You also have the right to:

- object to the use of your personal data if it would cause or is causing damage or distress
- in certain situations to have inaccurate personal data corrected, deleted or destroyed
- prevent your data being used for direct marketing
- object to the use of your personal data for decisions being taken by automated means
- claim compensation for damages caused by a breach of the data protection regulations

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. To make a complaint please contact our data protection officer using the details shown above. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

7. Contact

If you would like to discuss anything in this privacy notice, please contact: The Data Protection Officer, Morris Education Trust, by email DPO@tmet.org.uk or by phone 01223 200409 or write to Data Protection Officer, Morris Education Trust, 24 New Road, Impington, Cambridge, CB24 9LX.