



September 2023

## **Moorlands Learning Trust**

### **Privacy Notice for Parents/Carers**

This notice applies to all schools within the Moorlands Learning Trust (MLT). During your child's time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left MLT.

This document explains what personal data we hold about you, how and why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

MLT aims to ensure that all personal data collected about staff, students, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the Data Protection Act 2018 and other applicable Data Protection Legislation. A separate Pupil Privacy Policy and Employee Privacy Policy are available on our website.

### **Who collects your information and why**

MLT is the 'data controller' for the purposes of UK Data Protection Law and collects and processes personal data relating to pupils and their parents/carers.

Our contact details are:

Data Protection Officer (our current DPO is Judicium Consulting Ltd)

**Address: 5th Floor, 98 Theobalds Road, London, WC1X 8WB**

**Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)**

### **What personal data do we collect?**

The categories of information that we may collect, hold and share about you include:

- Personal information (such as name, contact details and address, details of family members, languages spoken, relationships and marital status)
- Financial details such as bank details and eligibility for free school meals or other financial assistance.
- CCTV images captured in our schools.
- Details of your relationship with your child including any court orders that may be in place.
- Details of your family circumstances.
- Details of any safeguarding information including court orders or professional involvement.
- Records of your correspondence and contact with us.
- Details of any complaints you have made.

We may also collect, store and use information about you that falls into 'special categories' or more sensitive personal data. This includes information about (where applicable): race, ethnicity, religious beliefs, sexual orientation, health, including any medical conditions, and sickness records. These types of special category data are subject to additional safeguards under Data Protection Legislation.

### **Where do we get your personal data from?**

We will collect most data from you by way of information gathering exercises at appropriate times such as when you register as a parent or authorised adult of a pupil or prospective pupil at an MLT school.

We may also gather data:

- When you correspond with MLT or an MLT school.
- When you attend any MLT site and are captured on CCTV.
- If we use biometric data such as your photograph on your visitors card when visiting MLT sites.
- From a pupil's parent or authorised adult when they name you as a responsible adult.
- From another school when a pupil for which you have parental responsibility for transfers to.
- From the local authority who manage MLT's admissions processes.
- From third party organisations such as social services, courts, NHS, police or other public bodies.

### **How we use your personal data**

We use parent/carers data to:

- Support pupil learning.
- Monitor and report on pupil progress.
- Provide appropriate pastoral care.
- Protect pupil welfare and keep children safe.
- Carry out research.
- Assess the quality of our services.
- Comply with the law regarding data sharing.
- Keep you informed about the running of the school (such as emergency closures) and events.
- Process payments for school services and clubs.
- Administer admissions waiting lists.

### **The lawful basis on which we use this information**

We collect and use parent/carers data for the following reasons:

**Where we are required to by law**, including:

- To provide reports and other information required by law in relation to the performance and progress of your child.
- To raise or address any concerns about safeguarding.
- To government agencies such as social services or the police.
- To obtain relevant funding for the School.
- To provide or obtain additional services including advice and support for your family.
- Departmental Censuses under the Education Act 1996 <https://www.gov.uk/education/data-collection->

**Where necessary to fulfil a contractual obligation, including:**

- Processing payments for trips and events

**Where we are carrying out a task in the public interest, including:**

- To confirm your identity.
- To communicate matters relating to the school or MLT to you.

**Where we need to do so to protect the vital interests of an individual, including**

- To safeguard you, our students and other individuals.
- To ensure the safety of individuals on MLT sites.
- To aid in the prevention and detection of crime on MLT sites

We process special category data with your explicit consent or where it is necessary to protect the vital interests of an individual. Other than this we do not regularly process personal data on the basis of consent, but we will inform you if your consent is required and seek that consent before any processing on this basis takes place.

### **Storing your data**

We hold parent/carer data whilst your child(ren) attend an MLT School. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

We will only retain personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of personal data, the purposes for which we process personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. Further details can be found in our [Records Management Policy](#) here.

### **Who we share your information with**

We may share your personal data with:

- Schools that the pupil attends after leaving us
- The Local authority (LA)
- The Department for Education
- Youth support services (for pupils aged 13+)
- Our regulator (Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for\*
- Health authorities, professional advisers and consultants
- Police forces, courts, tribunals and other public sector organisations

\*Where necessary, third parties may be responsible for processing your personal information. Where this is required, MLT places data protection requirements on those third party processors to ensure data is processed in line with your privacy rights.

## Your rights in relation to your data

You have the right to:

- **Request access** to your personal data (a “data subject access request”). This means you can receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction** of your personal data: This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.
- **Request erasure of your personal data.** You can ask us to remove personal data where there is no good reason for us continuing to process it. You also have this right where you have successfully exercised your right to object to processing, where we may have processed your data unlawfully or where we are required to erase your personal data to comply with law. We may not always be able to comply with your request where there are particular legal reasons.
- **Object to processing** of your personal data where we rely on a legitimate interest basis and if the processing impacts on your fundamental rights and freedoms. You can also object to direct marketing. In some cases, we may demonstrate that we have grounds to process your data which override your rights and freedoms.
- **Request restriction of processing.** You can ask us to suspend the processing of your personal data: if you want us to establish the data's accuracy; where our data use is unlawful but you do not want us to erase it; where you need us to hold the data even if we no longer need it, to establish, exercise or defend legal claims; or you have objected to use of data but we need to verify whether we have overriding legitimate grounds to use it.
- **Request a data transfer.** We will provide to you, or your chosen third party, your personal data in a structured, commonly used, machine-readable format. This only applies to automated information which you provided consent for us to use or necessary to perform a contract with you.

**Withdraw consent at any time** where we rely on consent to process your personal data. This will not affect the lawfulness of processing carried out prior to withdrawing consent.

## Can I access my child's data?

The data we hold about your child(ren) belongs to them. Under certain circumstances a parent or authorised adult may be able to act on a child's behalf to uphold their data rights. This can be done when the child authorises you to do so, or is unable to do so effectively themselves. A child's ability to do so will depend on the age of the child, their understanding of their rights, their ability to understand their data and the implications of sharing it. We will always act in the best interest of a child when considering how and when to share their data. You can find more information about accessing your child's data in our [Data Protection Policy](#) here.

## Further Information

If you have any questions or require further information about this privacy notice, including any requests to exercise your data privacy rights or your child's privacy rights, please address your query in writing to:

Data Protection Officer (our current DPO is Judicium Consulting Ltd)

**Address: 5th Floor, 98 Theobalds Road, London, WC1X 8WB**

**Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)**

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO) which is the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We would, however, like the opportunity to assist you with any concerns before you approach the ICO so please contact us in the first instance using the details above.