

Data Privacy Notice

1. Purpose

Manor Hall Academy Trust is committed to protecting the privacy and security of personal information. This Privacy Notice explains how we collect, use, store, share and protect personal information relating to pupils, parents and carers, employees, volunteers, governors, trustees, contractors, visitors and other individuals who interact with the Trust.

This notice applies to all personal information held by the Trust, whether stored electronically, on paper or in any other format.

2. Data Controller

Manor Hall Academy Trust is the Data Controller for the personal information it processes centrally and across its schools.

Address:

Manor Hall Academy Trust
Trent House
234 Victoria Road
Fenton
Stoke-on-Trent
ST4 2LW

Email: office@manorhall.academy

Telephone: 01782 340011

As Data Controller, the Trust determines the purposes and means by which personal information is processed.

3. Data Protection Officer

The Trust has appointed an independent Data Protection Officer (DPO):

Sarah Webb

E2E Education Ltd

Email: sarah.webb@e2e-education.co.uk

The DPO provides independent advice, monitoring and support on data protection matters.

4. Data Protection Principles

The Trust will ensure that personal information is:

- Processed lawfully, fairly and transparently.
- Collected for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up to date where necessary.
- Retained only for as long as necessary.
- Kept secure through appropriate technical and organisational measures.
- Processed in a manner that demonstrates accountability and compliance.

5. Personal Information We Collect

The Trust may collect and process personal information relating to:

Pupils

This may include:

- Name and contact details
- Date of birth
- Unique pupil numbers
- Attendance information
- Assessment and attainment data
- Behaviour and exclusion information
- SEND information

- Safeguarding information
- Medical information
- Dietary requirements
- Emergency contact details

Parents and Carers

This may include:

- Names and contact details
- Relationship to child
- Emergency contact information
- Financial information where relevant
- Correspondence with the Trust

Employees and Volunteers

This may include:

- Recruitment information
- Employment records
- Absence information
- Payroll and pension details
- Qualifications
- Training records
- Performance management records
- DBS information where applicable

Trustees, Governors and Committee Members

This may include:

- Contact details
- Governance records
- Attendance records
- Register of interests
- Training records

Visitors and Contractors

This may include:

- Contact details
- Visitor records
- CCTV images
- Identification and safeguarding checks where required

6. Special Category Information

In limited circumstances the Trust may process Special Category Data, including:

- Racial or ethnic origin
- Religious beliefs
- Trade union membership
- Health and medical information
- SEND information
- Biometric data where applicable

The Trust may also process criminal offence information where permitted by law and necessary for safeguarding or employment purposes.

7. Why We process Personal Information

The Trust uses personal information to:

- Educate and support pupils
- Safeguard children and vulnerable adults
- Monitor attendance and achievement
- Meet legal and regulatory obligations
- Support staff employment and payroll administration
- Manage recruitment processes
- Deliver educational and support services
- Operate Trust governance arrangements
- Manage health and safety requirements
- Communicate with families and stakeholders
- Protect Trust property and systems

8. Lawful Basis for Processing

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

- Compliance with a legal obligation.
- Performance of a public task carried out in the public interest.
- Performance of a contract.
- Protection of vital interests.
- Consent, where consent is required.

Where Special Category Data is processed, the Trust will rely on the additional conditions provided by Article 9 of the UK GDPR and Schedule 1 of the Data Protection Act 2018.

9. Sharing Personal Information

The Trust may share personal information where necessary and lawful with:

- Department for Education (DfE)
- Local Authorities
- Ofsted
- Examination Boards
- NHS and healthcare professionals
- Safeguarding agencies
- Social care services
- Payroll and pension providers
- Educational software and ICT providers
- Auditors, regulators and professional advisers
- Other educational establishments where a pupil transfers school

Information will only be shared where there is a lawful basis to do so and appropriate safeguards are in place.

10. Retention of Information

The Trust retains information in accordance with its Records Management Policy and Retention Schedule.

Information is retained only for as long as necessary to:

- Fulfil the purpose for which it was collected;
- Meet statutory requirements; or
- Defend potential legal claims.

Records are securely deleted, archived or destroyed once retention periods expire.

11. Information Security

The Trust takes the security of personal information seriously and has implemented appropriate technical and organisational measures to protect data from:

- Unauthorised access
- Loss
- Damage
- Alteration
- Disclosure

This includes secure systems, controlled access arrangements, staff training and data protection procedures.

12. Your Rights

Individuals have the right to:

- Request access to their personal information.
- Request correction of inaccurate information.
- Request deletion of information in certain circumstances.
- Request restriction of processing in certain circumstances.
- Object to processing where permitted by law.
- Request transfer of information where applicable.
- Withdraw consent where consent is relied upon.

Requests should be submitted to:

Email: office@manorhall.academy or your local school email address which can be found on the academy websites.

The Trust will normally respond within one month but please take into account school holiday periods.

13. Complaints

If you have concerns about how the Trust processes personal information, please contact:

Chief Operating Officer

Email: office@manorhall.academy

Telephone: 01782 340011

Alternatively, you may contact the Trust's Data Protection Officer:

Sarah Webb

sarah.webb@e2e-education.co.uk

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk

Document Control

3.1 Change History

Date	Version	Amendments	Approved By	Changed By
Summer 25	2	No changes apart from reformatting	Trustees	J Plant
Summer 24	1	New Format	Trustees	J Plant
Summer 24	1	Comprehensive review and rewrite of the Privacy Notice to align with UK GDPR and Data Protection Act 2018 requirements. Converted from a school-focused notice to a Trust-wide Privacy Notice. Added Data Controller details, lawful bases for processing, categories of personal data processed, categories of data subjects, data sharing arrangements, retention information, information security arrangements, updated data subject rights, Data Protection Officer details, complaints process and ICO contact details. Removed obsolete GDPR implementation references, placeholder text and duplicate content. Reformatted and modernised structure.	Trustees	K.Staples

3.2. Key Details

Owner	Jackie Plant
Contact in case of query	Jackie Plant
Chief Officer Approval	Kate Staples
Trustee Group Approval	Chief Officer's Group
Review Period	Annual

3.3. Position with the Unions

Does the policy or changes to the policy require consultation with the National Unions under our recognition agreement?

- No

3.4. Customisation

- MHT policy with an attachment for each school to complete regarding local arrangements

3.4. Distribution

- All Employees

3.4. Published

- MHT Website
- School Websites