

Privacy Notice for



Mother Teresa
Catholic Academy Trust

Document Control:

Date	Version	Changes	Central Team Approval	Director Approval
30.01.24	V1.0		W James	D Kenny
30.01.26	V1.1		M Baines	M Dawes

Review Schedule:

Document Reference: MT 015
Review Cadence: Every three years
Next review date: July 2028

OUR VISION is to create a nurturing and enriching educational community where the light of Christ shines brightly, guiding the journey of our children aged 2-19. In unity, we will provide an exceptional Catholic education that empowers children to achieve their highest potential, guided by the light and truth of Christ. Together, we build a future filled with hope, love, and the promise of a brighter tomorrow.

STATEMENT OF INTENT "Privacy Notice for Parents and Carers"

Mother Teresa Catholic Academy Trust ("the Trust", "we", "us", "our") is committed to protecting the privacy and security of personal information of our pupils, parents and carers, staff, governors, and other stakeholders. This privacy policy explains how we collect, use, store, share, and safeguard your personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Who We Are

Mother Teresa Catholic Academy Trust is a Multi Academy Trust responsible for the operation of several schools. Our registered address is MTCAT, Bridge Road, Aldershot, Hampshire, GU11 3DD and our Data Protection Officer (DPO) can be contacted at admin@mtcat.co.uk

2. Categories of Personal Information We Process

We process information relevant to the following categories of individuals:

- Pupils
- Parents and carers
- Staff
- Governors and Trustees
- Volunteers and contractors
- Job applicants
- Visitors

Personal data we collect may include:

- Names, addresses, date of birth, contact details
- Academic, attendance, and behavioural records
- Medical and health information
- Special educational needs (SEN) information
- Safeguarding information
- Images (photographs, CCTV footage)
- Employment and vetting information (for staff, governors, volunteers)
- Financial data (for payments, bursaries, etc.)

3. Why We Collect and Use Your Information

We process personal data to:

- Provide education and welfare support to our pupils
- Safeguard and promote the welfare of students, staff, and the school community
- Meet our statutory responsibilities (e.g., under the Education Act, Keeping Children Safe in Education, etc.)
- Manage staff employment and development
- Communicate with parents, carers, and external agencies
- Maintain security and safety on school premises

- Monitor equality and diversity
- Comply with legal and regulatory requirements

4. Lawful Basis for Processing Your Information

We process your information under the following lawful bases:

- Public task: Processing is necessary for the performance of our public task as an education provider
- Legal obligation: To comply with statutory or legal requirements
- Vital interests: To protect the vital interests of individuals
- Consent: Where we rely on consent, this will be clearly communicated, and you may withdraw consent at any time
- Contract: Where processing is necessary for the performance of a contract

5. Data Sharing

We may share personal data with:

- The Department for Education (DfE), Ofsted, and the Local Authority
- Other schools or educational institutions
- Examination and assessment bodies
- Health and social care providers
- Our service providers (IT, catering, transport, etc.)
- Regulatory bodies or law enforcement, when required by law

We will only share the minimum information necessary and always in accordance with data protection law.

6. Data Retention

We retain personal data only as long as necessary to fulfil the purposes for which it is collected and in line with statutory and best practice requirements. Full details can be found in the Trust's Data Retention Policy, available on request.

7. Your Rights

You have rights under the data protection law in relation to your personal information. These include:

- The right to access your data
- The right to rectification of inaccurate or incomplete data
- The right to erasure of your data (in certain circumstances)
- The right to restrict or object to processing
- The right to data portability (where applicable)
- The right to withdraw consent (where relevant)

To exercise any of these rights or if you have concerns about how we are handling your personal information, please contact the Data Protection Officer at [INSERT CONTACT DETAILS].

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO): <https://www.ico.org.uk>

8. Contact Us

For further information, questions, or requests regarding your personal data, please contact: Data Protection Officer, School Pro TLC, Mother Teresa Catholic Academy Trust using either;

Mother Teresa Catholic Academy Trust (Company Number: 07728054)

Address: All Hallows Catholic School, Weybourne Road, Farnham, Surrey GU9 9HF

Telephone: 01252 319211

Email: admin@mtcat.co.uk