

## Privacy Notice (How we use customer information)

The Morris Education Trust is classed as a 'Data Controller' under the Data Protection Act 1998 and 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 customers of the Morris Education Trust.

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 customer information that we collect, process, hold and share include:

- personal information (such as name, contact details, date of birth, emergency contacts gender, age)
- special categories of data including characteristics information such as ethnic group and disability
- bank details
- relevant medical information

### 2. Why we collect and use this information

We use customer data to:

- manage the membership systems of the sports centres
- take bookings (such as for facilities and swimming lessons)
- enable us to run our adult learning programme
- apply for funding for the adult learning courses

### 3. The lawful basis on which we process this information

We process this information under

- Data Protection Act (1998) (until 25 May 2018)
- General Data Protection Regulation (from 25 May 2018)
  - Article 6(1)(b) – contract

### 4. Collecting this information

In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. Where necessary we will ask for your consent.

### 5. Storing this information

Personal data will be kept secure whilst it is being stored, used and when it is being shared with others. We retain data as shown below. After this time the paper records are securely shredded and the electronic files are deleted.

- Data for Adult Learning Courses is held until 2030 as stipulated by our funder Cambridgeshire County Council.

- Membership data for the Sports Centres is stored whilst a member is current and for 7 years afterwards.
- Booking data for the Sports Centres is stored for 7 years after the booking.
- Financial data is kept for 7 years.

## 6. Who we share this information with

We share the relevant information (as appropriate) with:

- Morris Education Trust
- Members of staff or tutors as appropriate
- Our software supplier for the Sports Centres
- Financial institutions for memberships and bookings
- Cambridgeshire County Council (for Adult Learning)

## 7. Why we share customer information

We do not share information about customers with anyone without consent unless the law and our policies allow us to do so.

We are required to share information with Cambridgeshire County Council in order for them to assess the level of funding we receive for adult learning courses.

## 8. 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 request for your personal information, contact the Data Protection Officer, Morris Education Trust, by email [DPO@tmet.org.uk](mailto: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 processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## 9. Further information

If you would like to discuss anything in this privacy notice, please contact:

The Data Protection Officer at the Morris Education Trust by email [DPO@tmet.org.uk](mailto: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.