

Privacy Notice for School & Sports Lettings

This notice sets out what personal data we will collect and hold about our hirers, why we process that data, who we share this information with and the rights of individuals in relation to their personal data processed by us.

Bishop Stopford School collects, uses and is responsible for certain personal information about you. When we do so, we are regulated under the Data Protection Act 2018 and General Data Protection Regulation (GDPR) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

What information we process

The categories of lettings information that we may collect, process, hold and share include:

- personal information (such as club name, contact name, club treasurer, telephone number, postal address, email address, car registration number);
- CCTV footage;
- voicemail and mobile phone messages;
- club attendance information;
- accident/first aid information collected at the time of an incident;
- School website access and use.

When you use Guest Wi-Fi, we may collect, process, hold and share the following:

- device information;
- the volume of data which you use;
- the websites and applications which you access;
- access time and frequency.

Why we collect and use this information

We use lettings data to:

- protect student welfare;
- protect the school buildings and site;
- protect our network;
- protect the safety of visitors to our school;
- comply with the law regarding data sharing;
- in the performance of a contract.

Failure to provide information

If a hirer fails to provide information this will result in the school not taking the booking to use the facilities.

The lawful basis on which we process this information

We process this information under:

- legal obligations - providing information that we are required by law to do so;
- public task - where the law otherwise allows us to process the personal data, or we are carrying out a task in the public interest;
- where we have the consent of an individual;
- performance of a contract with you and legitimate interests (for running our lettings business, to recover debts due to us, to keep our records updated).

There may also be circumstances where we need to use data in relation to legal claims, to protect vital interests and where an individual is unable to provide consent.

How long we hold information

We hold information relating to hirers only for as long as necessary. For further detail on the school retention periods, please see the Information and Records Management Society Retention Guidelines for Schools, which outlines these or contact the Data Protection Officer.

Who we share this information with

We do not share information about our hirers or lettings 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 lettings with:

- security organisations to ensure the safety and welfare of students, staff, visitors and guests;
- emergency services to ensure the safety and welfare of our guests and to meet any legal obligations and to ensure the safety of the whole school community;
- our Senior Leadership team when making decisions regarding lettings;
- our school employees involved in the running of lettings at the school, such as finance, lettings and site teams;
- school auditors to ensure financial functions are carried out correctly by the school.

Requesting access to your personal data

Under data protection legislation, hirers have the right to request access to information about them that we hold. To make a request for your personal information please contact the Data Protection Officer.

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.
- 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 request 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/> should you consider this necessary.

Contact

If you would like to discuss anything in this Privacy Notice, please contact:

Mrs Liana Blake, Data Protection Officer, Bishop Stopford School, Headlands, Kettering, Northants, NN15 6BJ or lblake@bishopstopford.com