

## **Privacy Notice for lettings**

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Hodge Hill College 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.

### **(How we use lettings information)**

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

- personal information (such as contact name, car registration number, company name, email address, phone number, mobile numbers)
- Contract and lettings information start dates, hours, invoice address, business name bank/building society details)
- Criminal records information (including the results of Disclosure and Barring Service, DBS no. and date issued (DBS checks)
- Relevant qualification and references of staff/volunteers that represent your organisation/club
- CCTV footage and images
- Insurance documentation

#### **Why we collect and use this information**

##### **We use lettings data to:**

- Protect pupil welfare
- Administer bookings
- Protect the school buildings and site
- To protect our network
- Protect the safety of visitors to our school
- Comply with the law regarding data sharing
- In the performance of a contract

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

##### **We process this information under:**

- Legal obligations
- Public task
- 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)

## **Storing this information**

We hold school lettings Information for a period of 3 years. We may also keep it beyond this if this is necessary in order to comply with our legal obligations.

## **Who we share this information with**

We do not share information about 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 pupils, 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 finance team when collecting payments

## **Requesting access to your personal data**

Under data protection legislation, lettings guests have the right to request access to information about them that we hold. To make a request for your personal information, contact the Data Protection Officer - Saima Butt, Hodge Hill College, Bromford Road, Birmingham B36 8BH

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;

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/>

## **Contact**

If you would like to discuss anything in this privacy notice, please contact: Saima Butt, Data Protection Officer at the school [enquiry@hodgehill.bham.sch.uk](mailto:enquiry@hodgehill.bham.sch.uk)