



November 2024

Privacy Notice - Hirers and Associated Staff (Lettings)

Under data protection law, individuals have a right to be informed about how the academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals relating to hirers and their staff.

We, St John's (CE) Primary Academy, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Tim Pinto (see 'Contact' below).

The personal data we hold

The personal data that we process about you include:

- Personal information (e.g. name, address, phone number, email address)
- Evidence that the individual holds an Enhanced Disclosure and Barring Service certificate
- Insurance details
- Photographs (e.g. Visitor signing in system)
- Coaching / Professional accreditation information

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Disability, health and access requirements

Why we use this data

The purpose of processing this data is to help us run the academy, including to:

- Identify you and safely evacuate the academy in the event of an emergency
- Meet statutory obligations for safeguarding
- Meet statutory obligations for health and safety
- Ensure that appropriate access arrangements can be provided for individuals who require them

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

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- Where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation
 - To communicate with you/hirers

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the academy's use of your data.

Collecting this information

We use the hirer data to:

- Administer and manage the bookings of the school facilities
- To ensure compliance with Safeguarding Statutory Regulations
- To ensure compliance with Health and Safety Statutory Requirements
- To ensure compliance with Insurance Regulations
- To process financial transactions necessary for the hire of our facilities and comply with Financial Regulations

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We will only keep your information for as long as we need it or for as long as the law requires us to and in line with the academy's data retention schedule.

We maintain a visitor management system to store personal information about all individuals visiting the academy. The information contained in this file is kept secure and is only used for purposes directly relevant to work with the academy and is stored in line with the academy's data retention policy.

In accordance with the UK-GDPR, the academy does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Data sharing

St John's (CE) Primary Academy will not share your personal information with any third parties without your consent, unless the law allows us to do so. If a visitor wishes to see this list please contact the academy office.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – *if we have any concerns over safeguarding*

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- Suppliers and service providers – *to enable them to provide the service we have contracted them for, such as visitor management systems*
 - Police forces, courts – *to assist them discharging their legal duties*
 - NHS / Public Health Agencies - *Personal data of employees, parents or visitors to the academy may be shared with NHS / Public Health Agencies in the event of a serious medical or health incident.*

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 academy office at admin@stjohnsacademyclifton.co.uk / academy Data Protection Officer, Tim Pinto, at tpinto@esafetyoffice.co.uk).

Depending on the lawful basis above you may 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
- a right to seek redress, either through the ICO, or through the courts

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/>

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting admin@stjohnsacademyclifton.co.uk

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 22.11.2024.

Contact

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

- Mrs R Townsend, Interim Principal, Data Controller, or
- Tim Pinto, Data Protection Officer (contacts as above)