



Privacy Notice (How we use hirer information)

The categories of hirer information that we collect, hold and share include:

- Personal information (such as name, address, contact numbers, qualifications, DBS details)
- Attendance information (such as days/times attended)
- Insurance information (Public Liability)
- CCTV imagery

Why we collect and use this information

We use the hirer data:

- to support hirer's experience
- to enable ongoing contact with hirers
- to enable contact with a designated person in the case of an emergency
- to comply with the law regarding safeguarding
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use hirer information under following lawful bases:

Public task: the processing is necessary for us to perform a task in the public interest or for our official functions.

Vital interests: the processing is necessary to protect someone's life.

Consent: the organisation has given clear consent for us to process their personal data for a specific purpose by completing a booking form.

Collecting hirer information

The information you provide to us is done so on a mandatory basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing hirer data

We hold hirer data securely for the current year + 6 years after which all information is destroyed as confidential waste and/or deleted securely from electronic systems.

Who we share hirer information with

Your information is shared with school staff on a need to know basis. We do not routinely share hirer information with any other groups/individuals or local authorities.

Why we share hirer information

We share hirer information with school staff in order for everyone to gain the most from their hiring experience. Where specific information needs to be divulged for an individual's well-being authorisation from the individual is sought.

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, or be given access to your record, contact Pauline Wells, Community Admin Officer or Giles Davis, Data Protection Officer on 01264 364533

You also have the right to:

- object to processing of organisation/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 organisation/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 organisation's/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:

Pauline Wells, Community Admin Officer or Giles Davis, Data Protection Officer on 01264 364533.