

Privacy Notice for the Hiring of School Premises



Also See:	Data protection and GDPR
	Child Protection and Safeguarding

Statutory Requirement:	Required	Required on Website:	Required
-------------------------------	----------	-----------------------------	----------

Complete if Applicable

Responsible Person: School Business Manager
Date Approved: September 2022
Review Cycle: Annually
Date of Next Review: Next Review Date
Approval Level: Approval Level

Complete if Applicable

Print Name: _____
Signature: _____
Date: _____

By signing this policy, I am showing I have read, understood and will abide by this policy during my time with Brockmoor Primary School.

Privacy Notice for the Hiring of School Premises

Brockmoor Primary School Privacy Notice Hiring of School Premises

Under Data Protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This Privacy Notice details how the school processes personal data collected when hiring out its premises for use by the local community and visitors.

We, Brockmoor Primary School, are the Data Controller for the purposes of Data Protection law.

Personal Data that we Collect

In order to provide the hiring service to individuals, we require certain information from you. This can include, but is not restricted to:

- Name
- Contact telephone number
- Contact email address
- Disability, health and access requirements
- Contact addresses
- Payment information
- DBS checks (if relevant)

This information is collected from you at the point of booking the facility with the school.

Why we use this Data

The purpose of processing this data is for the school to provide a hiring facility of its premises, which also includes:

- To identify you and safely evacuate the school in the event of an emergency
- Meet statutory obligations for safeguarding
- Ensure that appropriate access arrangements can be provided for individuals that require them

How we Store your Personal Information

The information will be processed and kept in line with the Data Protection Act 2018, Financial Record and Accounting obligations and the school Data Retention Policy. Further information about how it is securely managed and for how long can be provided by contacting the school.

Data Sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

AMBITION | SUCCESS | PERSEVERANCE | INDEPENDENCE | RESPECT | EXCELLENCE

Privacy Notice for the Hiring of School Premises

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
- Police forces, courts – to assist them discharging their legal duties
- in compliance with Financial Regulations – if relevant

If you have any questions regarding this Privacy Notice, please contact the school on: 01384 816635 and ask for the School Business Manager.