

## Privacy Notice – Managing School Premises Lettings

We respect you and your child's privacy and are committed complying with privacy legislation. The information below is what is referred to as a 'Privacy Notice' which explains how we use and protect your personal information.

We have a Data Protection Officer whose role it is to ensure that any personal information processed by the school is processed fairly and lawfully. If you have any concerns or questions regarding how we look after your personal information, please contact the Data Protection Officer, Lauri Almond, at [IGS@essex.gov.uk](mailto:IGS@essex.gov.uk) or by calling 0333 032 2970.

What is the service being provided?	School Lettings.							
What personal data do we need from you?	<ul style="list-style-type: none"> <li>• Name and contact details</li> <li>• Email address</li> <li>• Phone number</li> <li>• Insurance details</li> <li>• DBS checks</li> </ul>							
Who will be using your Personal Data?	Who is the <a href="#">Data Controller</a> ?	St Benedict's Catholic College						
	Who is the Data Controller's <a href="#">Data Protection Officer</a> ?	Lauri Almond (Essex County Council).						
	Are there any <a href="#">Data Processors</a> ?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>			
	Who are they?	N/A						
What will it be used for and what gives us the right to ask for it and use it?	<a href="#">The Purpose(s)</a> :	Our legal basis for collecting and using this information is contract.						
	<a href="#">The Legal Condition(s)</a> :							
How we limit the use of personal information	We also use personal information to: <ul style="list-style-type: none"> <li>• perform our contract with you.</li> <li>• keep track of income</li> </ul>							
Who else might we share your data with?	N/A							
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?	NO							
If your information leaves the country	No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.							
	For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.							
How long will your data be kept?	When will it stop being used?		We will keep your information whilst you are hiring school premises.					
	How long after this will it be deleted?		We will keep your information whilst you are hiring school premises and retain for 2 years after your last contract with the school.					
Our use of the data will be subject to your legal rights (marked if applicable):	<a href="#">Inform</a>	<input checked="" type="checkbox"/>	<a href="#">Access</a>	<input checked="" type="checkbox"/>	<a href="#">Rectify</a>	<input checked="" type="checkbox"/>	<a href="#">Erase</a>	<input type="checkbox"/>
	<a href="#">Restrict</a>	<input type="checkbox"/>	<a href="#">Portable</a>	<input type="checkbox"/>	<a href="#">Object</a>	<input type="checkbox"/>	<a href="#">Automate</a>	<input type="checkbox"/>

As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:	Security purposes.			
	This is what could happen if you refused to let us use your data for this purpose:	We will not allow use of the school site for lettings.			
As you are not giving your data directly to us:	This is who is giving us your personal data:	Parent/Carer or Student.			
	This is a source of personal data open to anyone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	Name, contact details and email address.			

**Visit the following links for more information about Privacy Law, our obligations and your Rights:**

[The ICO Guide to the General Data Protection Regulations 2016](#)

[The General Data Protection Regulations 2016](#)

[Data collection requirements placed on us by the DFE](#)

[More information on NPD managed by the DFE](#)

**If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:**

Postal Address Essex County Council. County Hall. Chelmsford. CM1 1QH

Email [IGS@essex.gov.uk](mailto:IGS@essex.gov.uk)

Phone Number 0333 032 2970

**If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:**

Postal Address Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Online Or visit [ico.org.uk](http://ico.org.uk) or email [casework@ico.org.uk](mailto:casework@ico.org.uk)

Phone Number 0303 123 1113

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