THE DORMSTON SCHOOL

PRIVACY NOTICE – FOR THE HIRING OF SCHOOL PREMISES

LA Adopted Policy

Information Governance (IG) Services.

YourIG

Bringing Information Governance solutions to you.

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Privacy Notice for the Hiring of School Premises

Purpose

Many schools provide a facility where members of the local community or visitors can hire parts of their premises. This use may involve use of the sports field for outdoor activities, or main hall or specific rooms for meetings, presentations or training.

Typically providing this facility will involve the exchange of a limited amount of personal and financial data to complete the booking. It is recommended that schools have a privacy notice for this purpose as the other pupil / workforce / governors and volunteers' notices rely on other types of lawful basis, collect and manage a much greater set of information about individuals.

However, individuals making bookings with the school have the same rights as the rest of the normal school population to understand how their personal data will be processed. To support this, a template privacy notice is presented on the following page for schools to adapt as they see fit, for their local setting. This can be provided either via the school website, or as an email document attachment when making the booking, paper copy etc.

Access to Personal Data for Booked Areas of the School

It is also worth considering when offering a hiring facility, to review the areas that would be available to the general public to ensure that none of the school's personal data is on display or accessible. For example, school captains or class leader's photos or displays of work may need to be temporarily covered. Are storerooms off main halls secure and do they store lists of pupils which may be used on a regular basis by lunchtime supervisors? Depending on the accessibility of these types of records, it may be worth reviewing the security and updating processes so that eg. lunchtime registers are collected from the main office which would be more secure that a store cupboard located off a main hall.

Privacy Notice for Hiring of School Facilities by the Community

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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, **Dormston Centre (in line with Dormston Secondary 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
- CCTV images
- Photographs
- Contact addresses
- Payment information
- DBS clearance documentation
- Insurance documentation
- Proof of relevant qualifications

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

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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.

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**
- **If needed to support Financial Regulations**

If you have any questions regarding this Privacy Notice, please contact the school on:-

Email: aeadmin@dormston.dudley.sch.uk

Phone number: 01384816389

The Dormston Centre
Mill Bank
Sedgley
Dudley
DY3 1SN

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