

## **Privacy Notice – Private Hirers**

<b>Version</b>	2
<b>Approved by</b>	Westhaven School SLT
<b>Approved on</b>	19/01/2025
<b>Update frequency (years)</b>	2
<b>Date of next review</b>	19/01/2027

### ***Introduction***

Under data protection law, individuals have a right to be informed about how any organisation uses their personal data they hold. Westhaven School complies 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 hiring our facilities for private or commercial use. The overarching Privacy Notice detailing how we process data generally may be found on our website.

We, Westhaven School are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is provided by i-West (see 'Contact us' below).

### ***The personal data we hold***

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Basic identifiers
- Contact details
- Copies of personal liability insurance
- CCTV footage
- Data concerning health (where we need to make any special provisions) \*

\* Please refer to our Special Categories of Personal Data Policy in our Data Protection Policy for further information as to how we process this.

### ***Why we use this data***

The purpose of processing this data is to ensure we have the means to set up the private hire agreement, contact you in an emergency, and to enable the billing. We consider this to be lawful in accordance with Article 6(1)(b) of the European General Data Protection Regulation, as we will be entering into a contract with you.

We would only ask for details of medical conditions where these require us to make reasonable adjustments to support you or your participants. This is in accordance with our duties under health and safety legislation.

### ***Collecting this information***

As part of the contract process we are required to collect certain information from you, and mandatory fields on application forms must be fully completed. However, in some instances you can choose whether to provide some information to us, for example information required in connection with equal opportunities monitoring. 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***

Personal data we collect as part of the private hire contract is stored in line with our data retention policy, which is available upon request. While the contract is live, your personal information is stored with the contract. Once the agreement ends, we will retain the personal information for 5 years unless there is good reason for us to retain it for a longer period – for example in conjunction with our safeguarding responsibilities, or if we are notified of a legal claim. When it is no longer required, we will delete or securely dispose of the information.

### ***Data sharing***

We do not share information about you with any third party without your consent, unless the law and our policies allow or require 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 or other statutory bodies – to meet our legal obligations to share certain information with it
- Suppliers and service providers – to ensure they are aware of when you will be using our facilities
- Occasionally with our Data Protection Officer e.g. in the event of a subject access request

### ***Transferring data internationally***

Our data is stored within the UK / within the European Economic Area.

In the event that we have to transfer personal data from the UK to a country or territory outside of the European Economic Area, we will do so in accordance with data protection law and obtain sufficient safeguards.

### ***How to access the personal information we hold about you***

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact the school office.

### ***Your other rights regarding your data***

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to your data being used to send you direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- Request that data which you believe to be inaccurate is amended
- In certain circumstances, have personal data deleted or destroyed, or the processing of the data restricted
- A right to seek redress, either through the ICO, or through the courts

To exercise any of these rights, please contact the school office or our Data Protection Officer.

### ***Contact and Complaints***

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please either contact the school office or our Data Protection Officer One West, Bath and North East Somerset Council, Lewis House, Manvers Street, Bath, BA1 1JG Email: [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk) 01225 395959.

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please consider raising this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/> or call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF