



Privacy Notice for Hirers

Key Definitions

All policies incorporate the following schools or organisations within the Wandle Learning Trust:

- Chestnut Grove Academy
- Chesterton Primary School
- Paxton Academy
- Ravenstone Primary School
- Any other schools that may join the Trust from time to time as not listed above.
- Wandle Learning Partnership
- Little Wandle Letters & Sounds Revised

The terms Academy, School, Organisation, and Trust are considered interchangeable in the context of all Trust policies. For the purpose of this privacy notice, “we” refers to the Wandle Learning Trust.

Introduction

The Trust processes personal data relating to parents, pupils, staff, LAC members, trustees, visitors, and others. The Trust is registered as a data controller with the ICO and will renew this registration annually or as otherwise legally required.

This privacy notice explains how the Trust collects, stores and uses personal data about individuals or organisations who hire facilities from Wandle Learning Trust

Wandle Learning Trust takes the security of the data it holds very seriously. Individuals or organisations have a legal right to be informed about how we use any personal information that is held about them. To comply with this, we provide a ‘privacy notice’.

Wandle Learning Trust are the ‘data controller’ for the purposes of data protection law.

The Data Protection Officer (DPO) is the first point of contact for individuals whose data the Trust processes, and for the Information Commissioners Office (ICO). Our DPO is Paul Hepworth and is contactable via DPO@wandlelearningtrust.org.uk

If you have any questions about this notice please contact Paul Hepworth who will be happy to help you.

The personal data we hold and process

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

- personal information (such as name, email, address, phone number)
- bank details

- photos
- CCTV footage

Why we collect and use this data

There are various legal bases on which we may collect and process your data. We may have your *consent*, for example, you have informed us that you are happy for us to process your information for a specific purpose such as providing a service to you or receiving further information about what we do.

Sometimes there is a *contractual* reason such as being able to process a monthly direct debit payment and deliver our services to you. If so, we will not be able to enter into a contract with you in the absence of that data.

Occasionally there may be a *legal* reason for collecting or sharing data, such as when we have to collect the information for the HMRC or, should you have an accident, we may need to provide details of this to the relevant health and safety authorities.

We may also process your data based on our legitimate business interests, for example, in order to operate and improve our business.

We use CCTV at several locations throughout our sites for Health & Safety monitoring and your security CCTV footage may be shared with the Police or other statutory bodies in the event of an accident or incident.

Where we have obtained consent to use your data, this consent can be withdrawn at any time and we will make this clear when we ask for consent. If you wish to withdraw your consent then please talk to the school office who will be able to direct you accordingly.

Data Retention

We retain personal information for as long as we consider it useful to contact you, or as needed to comply with our legal obligations. Where data is not needed for legal or statutory purposes we will delete this information if you request this. See the contacts address below to request your data to be deleted.

CCTV footage is stored for approximately a month. In the event of an incident we may retain it until any investigations are concluded.

Data sharing

We do not share information with any third party without 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 with:

- our regulator (the organisation or “watchdog” that supervises us), e.g. Ofsted
- suppliers and service providers – so that they can provide the services we have contracted them for
- financial organisations
- central and local government

- health authorities
- police forces, courts, tribunals

Your rights regarding personal data

Under data protection legislation, you have the right to request access to information that we hold about you.

If you request this, and we hold information about you, we will:

- supply the information in one calendar month
- give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

To make a request for your personal information, please contact our data protection officer.

Other rights

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

- object to the use of personal data if it would cause, or is causing, damage or distress
- prevent it being used to send direct marketing (unless consent has been given)
- object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- have inaccurate personal data corrected, and in certain circumstances, deleted or destroyed, or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by contacting the Data Protection Officer. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact us

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

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, our data protection officer is Mr Hepworth who can be contacted by emailing **dpo@wandlelearningtrust.org.uk**