

Privacy Notice for Hirers of Trust Premises



Dartmoor
MULTI ACADEMY TRUST

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Introduction

Under data protection law, individuals have the right to be informed about how the Trust uses any personal data 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 explains how we collect, store and use personal data about individuals who hire premises/facilities belonging to the Trust.

We, Dartmoor Multi Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Nuala McDermott (see 'Contact Us' below).

The personal data we hold or process in relation to you

We will collect, hold and otherwise use the following information about you:

- Contact details such as name, address, home and mobile phone numbers, personal or work email address, emergency contact details, car registration numbers, company name
- Financial details such as bank account or credit card details
- CCTV footage and images obtained when you attend the Trust's premises
- Information for safeguarding including DBS information and photographic ID

Where do we get your personal data from?

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when you apply to hire the Trust's premises and when you attend the Trust's sites and are captured by our CCTV systems.

We may also obtain information about you from other sources. This might include information from local authorities or other professional bodies.

Why we collect and use this information

We use lettings data to:

- Protect pupil welfare
- Protect the school buildings, site, and networks



- Protect the safety of visitors to our schools
- In the performance of a contract between the Trust and you
- To confirm your identity
- To communicate matters relating to the Trust to you
- to aid in the prevention and detection of crime on the Trust site
- to confirm appropriate insurances are in place for your activities

The lawful basis on which we process this information

We process this information under:

1. Legal obligations
2. Public task
3. Performance of a contract with you and legitimate interests (for running our lettings business, to recover debts due to us, to keep our records updated)

Whilst the majority of processing of personal data we hold about you will not require your consent we will inform you if your consent is required and seek that consent before any processing takes place.

Why do we use 'special category' personal data?

We may process special category personal data in relation to you for the following reasons:

- where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment where this is in accordance with our Data Protection Policy.
- where the processing is necessary to ensure your health and safety on the Trust site, including making reasonable adjustments for any disabilities you may have
- where we otherwise have your explicit written consent

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interest, and where it is not possible to seek your consent.

Use of Guest Wifi

When you use Guest Wi-Fi, we may collect, process, hold and share the following:

- Device information
- The volume of data which you use
- The websites and applications which you access
- Your usage by access time and frequency

Failure to provide information

If you fail to provide information to us, we may be prevented from complying with our legal obligations.

How long we hold your personal data for



We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Records Management Policy.

Who we share your personal data with

We do not share information about lettings 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 about lettings with:

- Security organisations – to ensure the safety and welfare of pupils, staff, visitors and guests
- Emergency Services – to ensure the safety and welfare of our guests and to meet any legal obligations and to ensure the safety of the whole school community
- Our senior leadership team when making decisions regarding lettings
- Our finance team when collecting payments

Your rights in relation to your personal data held by us

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact the Data Protection Officer at dpo@dartmoormat.org.uk

Please also refer to our Subject Access Request policy for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- object to the processing of your personal data
- have inaccurate or incomplete personal data about you rectified
- restrict processing of your personal data
- object to the making of decisions about you that were taken by automated means
- have your data transferred to another organisation
- claim compensation for damage caused by a breach of your data protection rights

If you want to exercise any of these rights, then you should contact the Data Protection Officer at dpo@dartmoormat.org.uk. The law does not oblige the Trust to comply with all requests. If the Trust does not intend to comply with the request, then you will be notified of the reasons why in writing.

Concerns or Complaints

We take any concerns or 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 other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer (see 'Contact Us').

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

- Online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Contact Us

If you would like to discuss anything in this privacy notice, please contact:

Nuala McDermott (Data Protection Officer)

dpo@dartmoormat.org.uk

01837 650910