

Excellence in Education Trust

Lettings Privacy Notice 2020



Agreed by Governors	10 th December 2019
Agreed by Staff	December 2019
Next Review date	December 2020

1. Privacy notice for Lettings

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 explains how we collect, store and use personal data about **Lettings Customers**.

We, **Oakington Manor School**, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Deepti Bal (see 'Contact us' below).

The personal data we hold.

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

- Contact details, date of birth, identification documents, for example, Driving Licence
- Photographs on Identification Documents such as Driving Licence; function photographs
- CCTV images captured in school
- Bank Account details
- Charitable Status
- Liability Insurance
- DBS Copies

Why we use this data

We use this data to:

- Comply with Contractual Law
- HMRC Requirements
- Anti money-laundering regulations
- Comply with the law regarding data sharing
- Safeguarding

Our legal basis for using this data

We only collect and use Customers personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation – contractual law
- We need it to perform an official task in the public interest

We may also use the customer's email address to send special promotions offered by the School if we have obtained consent to do so.

Where we have obtained consent to use Customers' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using Customers' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

The information we collect about Customers is mandatory in order that we may provide the services offered by the school.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about Customers only to comply with our legal obligations. Our [Data Retention Policy](#) sets out how long we keep information.

Data sharing.

We do not share information about Customers 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 Customers with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education*
- *Our regulator [specify as appropriate, e.g. Ofsted, Independent Schools Inspectorate]*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations*
- *Central and local government*
- *Our auditors*
- *Police forces, courts, tribunals*
- *Professional bodies*

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with GDPR.

Customers' rights regarding personal data

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

Customers can make a request with respect to their data

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

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

If you would like to make a request please contact our data protection officer (see 'Contact us' below).

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
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, 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. (See 'Contact us' below.)

Complaints

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 raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

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

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Deepti Bal, who can be contacted via [email: theeducationadvisoryservice@gmail.com](mailto:theeducationadvisoryservice@gmail.com)