

## Privacy Notice: Community Hirers

### Description of processing

The following is a broad description of the way the Swanage School processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices provided, view the school's Data Protection policy (see the school's website), or contact the school's Data Processing Officer.

Our Data Protection Officer is Handsam.

### Hirer Information

We may gather some information from other parties (see the data sharing list below). We will only gather information from you if it is required by us to carry out our official functions or to fulfil a contractual obligation. The information we collect, hold and share will normally be limited to:

- personal details (name and contact details)
- business name and contact details
- details of your enquiry / booking / event
- visual images (CCTV security system)
- your insurance details
- bank details and other financial information, if you make payments to the school
- photographs of your use of the school

We may in certain circumstances, such as the inclusion of children, young people or vulnerable adults or the provision of potentially dangerous activities in your use of our facilities, also collect and hold a record of:

- vetting checks
- safeguarding training and qualifications
- coaching and first aid training and qualifications

We may also collect, hold and share sensitive data required for the establishment, exercise or defence of legal claims and for our official functions or duty of care including safeguarding which may include offences, alleged offences, criminal proceedings and outcomes.

### Why we collect and use this information

We use this data:

- to maintain our own records and accounts
- to administer the use of the school's facilities
- to keep you up to date with information or changes
- to keep you and your participants safe and comfortable while on our premises
- to promote community / group use of the school to grow our business
- to share your details, where you give us permission, in order to assist you in growing your business or publicising your event

We also use CCTV systems to maintain security.

## Lawful Basis

The lawful basis for the above processing is to:

- enable the School to discharge its responsibilities as a Public Authority
- fulfil the terms of our contract with you
- comply with legal obligations, such as our accounting and reporting requirements
- enable any “legitimate interest” processing that may be required by the school, for example:
  - analysing the composition of our community / group hirers to help us decide what services to offer and market
  - contacting you for feedback or information to enable us to improve our service or facilities
  - providing you with information we think you may be interested in
  - providing you with information and resources regarding your activities or use of our facilities.
- use consent to process your data in a certain way. Where we have obtained consent, this consent can be withdrawn at any time.

## Data Sharing

We may need to share some of your personal information with other organisations including:

- organisers of other groups/events with whom your group/event will need to co-exist or interact
- staff and casual staff of the school, or outside agencies who we contract in relation to access, safety and security of the facilities
- associates and representatives of the user whose personal data we are processing
- professional advisors and consultants
- government departments and agencies, to whom we are required by law, to provide information such as HMRC or police forces
- courts and tribunals
- security organisations

## Data: Its retention and how it is held and processed

Your information will be held for no longer than is necessary. Though the School may continue to hold some data for archival, statistical and/or research purposes.

Your information will be held and processed securely and will not be transferred outside the European Economic Area (EEA) except to those countries or international organisations which are deemed suitable by the ICO.

The School does not make use of “automated individual decision making” (decisions made by automated means without any human involvement) nor does it use “profiling” (automated processing of personal data to evaluate or predict certain events or behaviours about an individual).

## Your rights

You have the right to request access to information that we hold about you. To make a request for your personal information contact the School office.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;

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. Subsequently, you may contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice or make a complaint, please contact the Data Protection Officer at The Swanage School: by letter at the School's address, by telephone on 01929 500599 or by email to [dpo@theswanageschool.co.uk](mailto:dpo@theswanageschool.co.uk) .

## Status of this privacy notice

This privacy notice was last reviewed in October 2024.