



Lettings Privacy Notice

This Privacy Notice has been written to inform those who hire college facilities at High Tunstall College of Science about what we do with your personal information that we record. This privacy notice is aimed at individuals and organisations who hire the college facilities. This Notice may be subject to change.

Who are we?

High Tunstall College of Science is a 'Data Controller' as defined by Article 4 (7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The college has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the college is compliant with the UK GDPR and Data Protection Act 2018 to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau
West Offices
Station Rise
York
North Yorkshire
YO1 6GA

schoolsDPO@veritau.co.uk
01904 554025



Please ensure you include the name college in all correspondence

What information do we collect?

The categories of information that we collect, hold and share include the following:

- Name
- Personal address
- Organisation name and address (if appropriate)
- Nature of the organisation
- Nature and purpose of hire
- Contact details (email address, telephone number)
- Insurance details: Company name, address and contact telephone number
- DBS Number and issue date

No special category data will be specifically recorded and processed. However, there is a risk that some special category data will be captured in photographs taken.

Why do we collect your personal data?

We use the information we collect:

- To improve the management of lettings data;
- To meet statutory obligations for Safeguarding our students;
- To ensure a safe and secure environment for all staff and hirers;
- To meet our statutory obligations for Health and Safety;
- To meet our statutory financial obligations.

What is our lawful basis for processing your personal data?

Any personal data that we process about individuals who hire our facilities is done so in accordance with Article 6 of the UK GDPR:

Our legal basis for processing your personal data, in line with Article 6(1)(c) – legal obligation; 6(1)(e) – to carry out a task in the public interest and 6(1)(f) – where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you against your DBS clearance.

Less commonly, we may also use personal information about you in line with Article 6(1)(a) – consent and 6(1)(d) – vital interest.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you. We will also process information received from:

- Your company or organisation

Who do we share your personal data with?

We do not share information about you with any third party without your 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 you with:

- Local authority – if we have any concerns over safeguarding
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as an information management system
- Police forces, courts – to assist them discharging their legal duties
- Emergency Services – to ensure the safety and welfare of individuals and to meet any legal obligations
- Insurance – to defend a legal claim, or record an accident/incident

How long do we keep your personal data for?

We maintain a record of all lettings which will include your personal data. The information is kept secure and is only used for purposes directly relevant to work with the college.

Generally, this information is held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

When this information is no longer required, we will delete your information in accordance with our retention schedule.

What rights do you have over your data?

Under the UK GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

You can exercise any of these rights by contacting: Mr Peter Ireland, Compliance Officer (PIreland@hightunstall.hartlepool.sch.uk) at the college.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the college has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
icocasework@ico.org.uk /0303 123 1113

Changes to this notice

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed 29 March 2023.