



High Tunstall College of Science

Inspire | Support | Achieve



Headteacher: Mark R Tilling

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Lettings Privacy Notice

This Privacy Notice has been written to inform those individuals and organisations who hire college facilities at High Tunstall College of Science about how and why we process their personal data.

Who are we?

High Tunstall College of Science is a data controller as defined by the UK GDPR. This means that we determine the purposes for which your personal data is processed and how it is processed. We will only collect and use your personal data in ways that 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 monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Veritau or by contacting: Mr Peter E. Ireland, college Compliance Officer on 01429 261446 or by email at (PIreland@hightunstall.hartlepool.sch.uk).

Veritau's contact details are:

Schools DPO Service

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)



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- 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 images 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 information?

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- 6(1)(c) - Legal obligation
- 6(1)(e) - Public task
- Article 6(1)(ea) – Recognised legitimate interest.

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

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 will retain your information in accordance with our Records Management Policy and Retention Schedule. Statutory obligations determine the retention period for most of the information we process about you. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose. The information is kept secure and is only used for purposes directly relevant to work with the college.

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

International transfers of data?

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Usually, your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. If your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

Artificial intelligence (AI)

No AI functions are incorporated into the CCTV system or booking systems used by the college.

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.

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 using the details provided above.

If we cannot resolve your concerns, then you may also complain to the Information Commission, which is the UK's data protection regulator. Its contact details are below: The telephone helpline (0303 123 1113) is open Monday to Friday between 9 a.m. and 5 p.m. (excluding bank holidays). Alternative methods to report, enquire, register, and raise complaints are available on the ICO's website [here](#).

Media Copies

Copies of the privacy notice are posted on the High Tunstall College of Science website electronically and are available in hard copy format from the college reception.

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 02 March 2026.