

Maiden Erlegh Trust
**PRIVACY NOTICE FOR
LETTINGS**



MAIDEN ERLEGH
TRUST

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Statement

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Maiden Erlegh Trust collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the Data Protection Act 2018 and General Data Protection Regulation (GDPR) and we are responsible as 'controller' of that personal information for the purposes of those laws.

How we use lettings information

The categories of lettings information that we may collect, process, hold and share include:

- Personal information (such as contact name, organisation name, email address, phone number, address, occupation.)
- Other data relevant to the letting
- CCTV footage

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.

Why we collect and use this information

We use lettings data to:

- Protect pupil welfare
- Protect the school buildings and site
- To protect our network
- Protect the safety of visitors to our school
- Comply with the law regarding data sharing
- In the performance of a contract

The lawful basis on which we process this information

We process this information under:

- Legal obligations
- Public task
- 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)

Storing this information

We hold school lettings Information for a period of 24 months from the end of the letting period. We may also keep it beyond this if this is necessary in order to comply with our legal obligations.

Who we share this information 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

Requesting access to your personal data

Under data protection legislation, lettings guests have the right to request access to information about them that we hold. To make a request for your personal information, contact the Data Protection Officer – dpo@maidenerlegitrust.org

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. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Your responsibilities

It is the responsibility of the person making the booking to inform the trust if any information supplied as part of the booking changes.

Contact

If you would like to discuss anything in this privacy notice, please contact: Data Protection Officer for the Trust at: **dpo@maidenerlegitrust.org**