



Privacy Notice (Community Theatre and School Lettings)

Full Governing Body (if applicable)

Date approved:

2 December 2021

Date reviewed:

May 2025

Next review date:

May 2028

Adapted from (if applicable)

Data Protection Act 2018 and General Data Protection Regulation Privacy Notice

This privacy notice applies to hiring organisations and individuals making school lettings which may or may not include the Community Theatre.

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

- Personal information (such as names, addresses, contact details, hirers signature)
- Copies of certificates of public liability insurance

Why do we collect and use your information?

We collect and use personal data relating to hirers. We collect and use personal data in order to meet requirements in relation to Article 6 of the GDPR so that hirers can enter into a contract with the school.

Storing personal data

Personal data relating to hirers is stored in accordance with the GDPR. The school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. We will not share your personal information with any third parties without your consent unless the law allows us to do so. Personal information is routinely shared with the school's financial auditors.

Requesting access to your personal data

Under data protection legislation, hirers have the right to request access to information about them that we hold. To make a request for your personal information, contact Site & Facilities Manager, Lettings Administrator – 01773 825281

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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact Julie Huddleston, Business Manager – 01773 825281