



Privacy Notice - Lettings

Under UK data protection law individuals have a right to be informed about how the college uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use the personal data for external individuals, groups or organisations that hire our premises. References to "you" in this privacy notice cover all of these individuals.

We, The City of Leicester College, are the 'data controller' for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal information about you.

Our Data Protection Officer is **Lesley Bell** (see 'Contact us' below for contact details).

What personal data do we use

The types of data we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- Personal details – (name, email, home address, phone numbers, signature)
- DBS certificate numbers and issue dates
- Bank account details (when payments are made from personal accounts)
- Professional qualification and certification details
- Proof of insurance
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about any access arrangements that may be required
- Photographs and video images captured in school by our Visitor Management System and CCTV network.

Why we collect and use this information

We use the data listed above to:

- ensure we have accurate details that allow us to contact you about your hire.
- evidence that your staff are DBS certified

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- identify you while on the college site, and keep all individuals safe.
- keep accurate records of lettings and events.
- enable financial processes relating to the letting.
- to make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Use of your personal data for filtering and monitoring purposes

While you are in school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (Curriculum E-Safety Policy and Online Safety Policy) and legal obligations
- Keep our network(s) and devices safe from unauthorised access, and to prevent malicious software from harming our network(s)

The lawful basis on which we process your data

Our most common lawful basis for processing your personal data are as follows:

- In accordance with the 'public task' basis. We need to process data to fulfil our statutory function as a school. [GDPR Article 6(1)(e)]
- In accordance with the 'legal obligation' basis. We need to process data to meet our responsibilities under UK law. [GDPR Article 6(1)(c)]

Less commonly, we may also use your personal data in situations where:

- In accordance with the 'consent' basis. We will obtain consent to use your personal data. [GDPR Article 6(1)(a)]
- In accordance with the 'vital interest' basis. We will use your personal data in a life-or-death situation. [GDPR Article 6(1)(d)]
- In accordance with the 'contract' basis. We need to process data to fulfil a contract with you or to help you enter into a contract with us. [GDPR Article 6(1)(b)]
- In accordance with the 'legitimate interests' basis. [GDPR Article 6(1)(f)]

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Where you have provided us with consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

Storing this information

Personal data relating to lettings is stored in accordance with the GDPR. The college 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 apply the data retention principles as set out in the [IRMS Information Management Toolkit for Schools](#).

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

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We will dispose of your personal data securely when we no longer need it.

Who we share your data with

We will not share your personal information with any third parties without your consent or unless the law allows us to do so. Personal information is routinely shared with the school's financial auditors.

Your rights

How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will provide you with a copy of it (subject to any exemptions that may apply) in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

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Complaints

We take complaints about our collection and use of personal data very seriously.

If you think that our collection or use of personal data is unfair, misleading or inappropriate, or have any concern about our data processing, please raise this with us in the first instance.

Alternatively you can contact the Information Commissioner's Office:

Report a concern online at: <https://ico.org.uk/make-a-complaint/>

Phone: 0303123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact us

If you would like to discuss anything in this privacy notice, please contact our

Data Protection Officer:

Lesley Bell

Phone: 0116 241 3984

Email: dpo@tcolc.aspirelp.uk

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