



## **CEFN SAESON COMPREHENSIVE SCHOOL**

### **Privacy Notice for Lettings**

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# CEFN SAESON COMPREHENSIVE SCHOOL

## Privacy Notice for Lettings

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.

Cefn Saeson Comprehensive School (herein referred to as The School) 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) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

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

- personal information (such as contact name, address, telephone numbers, car registration number and email address)
- CCTV footage

### Why we collect and use this information

We use lettings data to:

- ensure safeguarding
- ensure school site and buildings safety
- ensure 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 ensure that the basis on which we collect and process personal and sensitive data is lawful under Article 6 of the GDPR from 25 May 2018.

#### Article 6, GDPR

**Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).

**Vital interests:** the processing is necessary to protect someone's life.

**Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**Performance of a contract with you and legitimate interests** (for running our lettings business, to recover debts due to us and to keep our records updated)

### Storing this information

We hold school lettings data for as long as necessary. This will depend on the type of data we hold.

It will be held in accordance with the Records Management Society Guidelines on Data Retention.

### **Who we share this information with**

We do not share information about lettings with any third party (except those listed below) without consent unless the law and our policies allow us to do so.

Where it is legally required and necessary (and complies with Data Protection Law) we may share this information with:

- Security organisations – to ensure the safety of pupils, staff and visitors
- Emergency Services - to ensure the safety of all site users and to meet any legal obligations
- Our Senior leadership team and finance team – for decision making around lettings and for collection and administration of the lettings business.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact:

**Mrs A Powis, (Senior Information Risk Officer) at Cefn Saeson Comprehensive School**

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

In the event you wish to withdraw your consent to use of this information or amend any information you may notify the School at any time who will consider any request.

There is some information to which we must hold by virtue of our legal requirements and any failure to give this information or to provide accurate information could render you liable to legal proceedings.

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact the Senior Information Risk Officer who will investigate the matter.

### **Further information**

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

The Senior Information Risk Officer, Cefn Saeson Comprehensive School, Afan Valley Rd, Cimla Neath