CRESTWOOD PARK

PRIMARY SCHOOL

Privacy Notice for the Hiring of School Premises 2025-26

Reviewed June 2025

Next review date June 2026

Information Governance (IG) Services.

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Privacy Notice for the Hiring of School Premises

Privacy Notice for Hiring of School Facilities by the Community

Under Data Protection law, individuals have a right to be informed about how the school 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 details how the school processes personal data collected when hiring out its premises for use by the local community and visitors.

We, Crestwood Park Primary, are the Data Controller for the purposes of Data Protection law.

Personal Data that we Collect

In order to provide the hiring service to individuals, we require certain information from you. This can include, but is not restricted to:

- Name
- Contact telephone number
- Contact email address
- Disability, health and access requirements
- CCTV images
- photographs,
- contact addresses,
- payment information
- DBS information
- Insurance/ public liability information

This information is collected from you at the point of booking the facility with the school.

Why we use this Data

The purpose of processing this data is for the school to provide a hiring facility of its premises, which also includes:

- To identify you and safely evacuate the school in the event of an emergency
- Meet statutory obligations for safeguarding

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- Ensure that appropriate access arrangements can be provided for individuals that require them

How we Store your Personal Information

The information will be processed and kept in line with the Data Protection Act 2018, Financial Record and Accounting obligations and the school Data Retention Policy. Further information about how it is securely managed and for how long can be provided by contacting the school.

Data Sharing

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:

- Our local authority – if we have any concerns over safeguarding
- Police forces, courts – to assist them discharging their legal duties
- With Audit department/Accountancy for purposes of Financial internal/external auditing and bookkeeping.

If you have any questions regarding this Privacy Notice, please contact the school on:-

Phone 01384 818315
Email info@crestwood-p.dudley.sch.uk
Website https://crestwoodpark.sch.life

Headteacher – Mrs Liz Kennedy

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