

# Privacy Notice

This Privacy Notice sets out what information the Wensum Trust collects from hirers and how that information is used. If you have any queries regarding this privacy notice or how the Wensum Trust processes your information you can contact the Data Protection Officer whose details are listed at the end of this notice.

**COVID-19 Update:** *Personal data is collected and processed by the Wensum Trust and shared with the Department of Health & Social Care (DHSC) for the purpose of maintaining records of staff, customers and visitors to support NHS Test and Trace. Details of how personal information is collected and processed, including retention periods is included on the [government website](#).*

## **Processing personal information:**

Article 5 of the GDPR requires that personal data shall be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed
- Processed in a manner that ensures appropriate security of the personal data.

## **The categories of data that we collect, hold and share include:**

- personal information (such as name, phone number, email address, address)
- bank details (such as account number, sort code etc.)

## **Why we collect and use this information**

We use this data to:

- enable us to process the hire of facilities within the Wensum Trust
- process invoices for the hire of facilities
- enable us to contact you regarding queries with facilities hire

## **The lawful basis on which we use this information**

We collect and process personal data under Article 6 of the General Data Protection Regulation (GDPR) for the purpose of processing a **contract**.

## **Storing this data**

We store data securely in our booking software and keep booking forms in a restricted cloud storage space. We will not keep personal data longer than necessary for the purpose or purposes for which they were collected. We will take all reasonable steps to destroy or erase from our systems, all data which is no longer required. We will keep personal information included on invoice payments for the duration of hire plus 7 years.

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

We only share personal information with staff at the Wensum Trust and schools within the Trust who need the data for the purpose of processing the hire, e.g. the Wensum Trust Finance Team to process payments, the Wensum Trust Lettings team to process bookings, school site teams to inform of hire arrangements.

## **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 our Data Protection Officer; Data Protection Education Ltd. (dpo@dataprotection.education).

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 ask 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/>