Privacy Notice - Managing school premises lettings

Approved by	Full Governing Body
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We sometimes hire out school premises. We are required to collect some information about lettings, for example:

- Name and contact details
- Email address
- Phone number
- Insurance details
- DBS checks

Our legal basis for collecting and using this information is contract.

We will keep your information whilst you are hiring school premises and retain for two years from the end of your contract with the school.

We also use personal information to:

- perform our contract with you.
- keep track of income

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.

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