

What categories of information are processed?

The categories of personal information that we process include the following:

- Name
- Address
- Phone Numbers
- Email Address
- DBS / CRB details
- Insurance Details
- Coaching / Professional Accreditation

This list is not exhaustive – to access the current list of information the school processes, please see the GDPR page on the school's website, stcuthberts.com

Why do we collect and use your information?

We collect and use your information for the following reasons:

- Administer and manage the bookings of the school facilities
- To ensure compliance with Safeguarding Statutory Regulations
- To ensure compliance with Health and Safety Statutory Requirements
- To ensure compliance with Insurance Regulations
- To process financial transactions necessary for the hire of our facilities and comply with Financial Regulations

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

All data we process is in accordance with the rules as laid down in statute, including the General Data Protection Regulations and Children Act 2014.

Where we rely on consent to process personal data about individuals, we ensure that we obtain that consent freely and in a positive manner. Anyone whose personal data is processed on the basis of consent can withdraw that consent easily and quickly. See "Requesting access to personal data & individual rights" listed later in this notice".

Please note that the main reasons for our processing of personal and sensitive information is due to

1. We need to, to comply with the law
2. We need to, to carry out a task in the public interest
3. We need to, protect someone's interests
4. To communicate with you/hirers

If you would like to discuss this in greater detail please contact the school's Data Protection Lead.

Who will see your personal data?

We will only share your information with people who have a legal or operational reason to see it.

CCTV

Our school uses Closed Circuit Television cameras for the purposes of monitoring our premises. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

How do we collect your information?

We collect your personal information via the following methods:

- Hire agreements
- Contact forms on the website/mailings

Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

Your personal information is retained in line with the school's data protection, For more information about how we securely store your information, please see the school's data breach policy.

Who do we share your information with and why?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Restrict the school's processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact

Hulse Yazdi Limited t/a HY
Reed House
Hunters Lane
Rochdale
Greater Manchester
OL16 1YL
0161 804 1144
DPO@wearehy.com
Lead Contact: Dean Hulse

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the DPO.

If you require further information about how we and/or the DfE store and use your personal data, please visit the GDPR page on our website, stcuthberts.com or the Gov.UK website.