



## Ysgol Gymraeg Ystalyfera Bro Dur

### Privacy Notice For Lettings

Document Version	Review Date	Next Review Date
1.0	17/12/2018	17/12/2019
1.1	17/12/2019	17/12/2020
1.2	17/12/2020	17/12/2021
1.2	17/12/2021	17/12/2022

	Name	Signature	Date
Chair of Governors	Mr Alun Llewelyn		December 2021
Head Teacher	Mrs Laurel Davies		December 2021

Review Date

December	2022
----------	------

# Ysgol Gymraeg Ystalyfera Bro Dur

## 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.

Ysgol Gymraeg Ystalyfera Bro Dur (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.
- Schoolbooking.com – we use an online booking system to administer lettings.

## 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:

**The Data Protection Team, YG Ystalyfera Bro Dur, Ynysydarren Road, Ystalyfera, SA92DY**

**Email: [dpt5@hwbcymru.net](mailto:dpt5@hwbcymru.net)**

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 Data Protection Team who will investigate the matter.

## Further information

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

**The Data Protection Team, YG Ystalyfera Bro Dur, Ynysydarren Road, Ystalyfera, SA92DY**  
**Email: [dpt5@hwbcymru.net](mailto:dpt5@hwbcymru.net)**

## Privacy Notice

- In providing us with your personal information you hereby acknowledge that Ysgol Gymraeg Ystalyfera Bro Dur is the Data Controller for all the personal information you provide on this form (for the purpose of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA)).
  - The personal data which we collect from you via this form will be used by the School (pursuant to it carrying out its various statutory and business functions) for the following purposes:
    - To ensure safeguarding
    - To ensure school site and buildings safety
    - To ensure safety of visitors to our school
  - As a Data Controller the School is required under GDPR to inform you which of the Article 6 GDPR “Data Processing Conditions” it is relying upon to lawfully process your personal data. In this respect please be advised that in regards to the data provided by you on this form we are relying on the following Article 6 condition(s);  
“The data processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.” (Article 6(b) GDPR).
  - We may share your personal data securely with the following third parties (i.e. persons/bodies/entities outside the School) in accordance with data sharing arrangements which we have in place with those third parties
    - *Schoolbooking.com*
    - *Pebble Fund Manager*
5. The personal information collected from you will be held by the School in accordance with Data Retention Guidelines.
  6. Please note that for the purposes of certain contracts entered into with you, we may require you to furnish us with personal data and a failure on your part to do so, may be a breach of contract (resulting in the School being unable to provide you with contracted services and/or a claim being brought against you for contractual damages).
  7. The School will not transfer any of your personal data outside of the European Union. All processing of your personal data by us will be carried out in the United Kingdom or other European Union countries.
  8. The School will not use your personal data for the purposes of automated decision making.
  9. Please be advised that under GDPR individuals are given the following rights in regards to their personal data:
    - i. The right of access to their personal data held by a data controller.
    - ii. The right to have inaccurate data corrected by a data controller.
    - iii. The right to have their data erased (in certain limited circumstances).
    - iv. The right to restrict the processing of their data by a data controller (in certain limited circumstances).
    - v. The right to object to their data being used for direct marketing.
    - vi. The right to data portability (i.e. electronic transfer of data to another data controller).Further information on all the above rights may be obtained from the Information Commissioner’s website: [www.ico.org.uk](http://www.ico.org.uk).
  10. In the event that you have any queries regarding our use of your personal data, you wish to have access to the same or you wish to make any complaint regarding the processing of your personal data please contact the School’s Data Protection Officer:

**The Data Protection Team, YG Ystalyfera Bro Dur, Ynysydarren Road, Ystalyfera, SA92DY**

**Email: [dpt5@hwbcymru.net](mailto:dpt5@hwbcymru.net)**

11. Please be advised that in the event that you make a request or a complaint to the School's Data Protection Officer (see 9 above) and you are dissatisfied with the School's response you are entitled to complain directly to the Information Commissioner's Office. Details of the Commissioner's Office contact details and further information on your rights may be obtained from the Commissioner's website – [www.ico.org.uk](http://www.ico.org.uk).