

# **SOUTHEND HIGH SCHOOL FOR BOYS**

## **Privacy Notice for Lettings**

This Privacy Notice explains how we collect, store and use personal data for all lettings.

For the purposes of Data Protection legislation Southend High School for Boys is the Data Controller and responsible for the personal data collected about you. The address is Prittlewell Chase, Southend on Sea, Essex SS0 0RG, tele 01702 606200.

Personal data is information about you, from which you can be identified.

### **The categories of information that we process include:**

- Personal information (such as name, address, contact details)

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

Lettings information is essential for emergency contact and billing.

We rely on having a legitimate reason to collect and use your personal information.

Under the General Data Protection Regulation (GDPR), Article 6, the legal basis we rely on for processing personal information. These are:

- **Contract:** necessary for a contract with an individual or specific steps required before entering into a contract
- **Vital interests:** to keep children safe and protect your vital interests or someone else's

### **Storing lettings information**

We hold data securely whilst your letting is current.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. We will shred or incinerate paper-based records and override electronic files. We may use an outside company to safely dispose of these records.

### **Who we share lettings information with**

We do not share this information with any outside organisations.

We will share personal information with law enforcement or other authorities, if required by law.

Personal data collected by us will remain within the school, and be processed by appropriate individuals in accordance with access protocols. Particularly strict access applies in the context of safeguarding records.

The school is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity.

## **Why we share lettings information**

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

## **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 to see your personal information, contact via email [enquiries@shsb.org.uk](mailto:enquiries@shsb.org.uk).

You also have the right to:

- object to the 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

Depending on the reason for using your information you may also be entitled to:

- have your information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties.

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 [enquiries@shsb.org.uk](mailto:enquiries@shsb.org.uk) alternatively you can contact the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, tele 0303 123 1113, fax 01625 524510, alternatively <https://ico.org.uk/concerns/>

## **Contact**

If you would like to discuss anything in this privacy notice, please contact the Facilities Manager by email [enquiries@shsb.org.uk](mailto:enquiries@shsb.org.uk) or our Data Protection Officer [dpo@shsb.org.uk](mailto:dpo@shsb.org.uk)