



# Privacy Notice

## Privacy Notice for Visitors and Lettings

### 1 Introduction

#### 1.1 Background

Due to the data protection laws changing Darrick Wood School requires a new Darrick Wood School visitor's lettings privacy notice.

#### 1.2 Objectives

To offer Darrick Wood School visitors and customers of Darrick Wood School lettings a clear and concise document that informs how we collect, store, use and share their personal data.

### 2 The categories of personal information that we collect, process, hold and share include:

- personal information (such as name, title and contact details)
- special categories of data including characteristics information (such as gender and age)
- relevant medical information (such as disabilities or injuries)

### 3 Why we collect and use this information

We use personal data to:

- To hold a record of visitors to the school site
- To contact and communicate with you
- To assess the quality of our services
- To comply with the law regarding data sharing

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

We collect and use personal information under the requirements of the GDPR and the provisions of the Data Protection Act 2018. It is based on guidance published by the Information Commissioner's Office (ICO) on the GDPR.

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the use of your data.

While the majority of information we collect about you is required to provide a service, there is some information that can be provided voluntarily.

## 5 Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this.

## 6 Storing this information

We hold your data for 7 years from the date of a booking.

We hold visitor register information for 7 years

The exceptions to this is safeguarding data that will be kept indefinitely.

### 6.1 *We routinely share student information with:*

- All Things Code Ltd

## 7 Why we share your information

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

### 7.1 Our Auditor

We are required to share information about your letting with our Auditor regularly to conduct reviews and audits to test our privacy measures and make sure we are compliant. Information could also be used to conduct financial reviews.

## 8 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 main school office  
Darrick Wood School  
Lovibonds Avenue  
Orpington  
Kent  
BR6 8ER

Telephone: 01689 850271

Email: [Office@DarrickWood.Bromley.sch.uk](mailto:Office@DarrickWood.Bromley.sch.uk)

Our Data Protection Office  
Data Protection Education Ltd  
1 Saltmore Farm  
New Inn Road  
Hinxworth  
Baldock  
SG7 5EZ

Telephone: 0800 0862018

email: [dpo@dataprotection.education](mailto: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/>

## 9 Contact

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

Darrick Wood School  
Lovibonds Avenue  
Orpington  
Kent  
BR6 8ER

Telephone: 01689 850271

Email: [Office@DarrickWood.Bromley.sch.uk](mailto:Office@DarrickWood.Bromley.sch.uk)

Head Teacher: Dr M J Airey

### Note

This document is subject to change without notice.

Updated: September 2018