

January 2026

Next Review date: January 2028

Privacy Notice

Lettings

This privacy notice applies to all academies managed by Wootton Academy Trust (WAT).



**Wootton
Academy Trust**

Person responsible: Chief Finance and Operating Officer

Reviewed by: Executive Headteacher

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Overview

As part of your Facilities Hire arrangement, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their personal data. This will include data that we obtain from you directly. Anything that we do with an individual's personal data is known as processing.

This document sets out what personal data we will gather and hold about individuals who hire Facilities at one of our Premises, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your period of Facilities hire.

- Your name and contact details (i.e. address, home and mobile phone numbers, email address)
- Car registration number
- CCTV footage
- If you use Guest Wi-Fi on our premises, we may collect, process, hold and share the following:
 - Device information
 - The volume of data which you use
 - The websites and applications which you access
 - Your usage by access time and frequency

Where do we get information from during your application process?

Directly from you, the Hirer.

Why we collect and use this information

We use lettings data to:

- Protect pupil welfare
- Protect the school/college buildings and site
- To protect our network
- Protect the safety of visitors to our school/college
- Comply with the law regarding data sharing
- In the performance of a contract

The lawful basis on which we process this information

We process this information under:

- Legal obligations
- Public task
- Performance of a contract with you and legitimate interests (for running our lettings business, to recover debts due to us, to keep our records updated)

Storing this information

We hold school/college lettings Information for a period of 12 months from the date of cancellation of your hire agreement after which time it is securely deleted. We may also keep it beyond this period if this is necessary in order to comply with our legal obligations.

Who will we share information with about your application?

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

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about lettings with:

- Security organisations – to ensure the safety and welfare of pupils, staff, visitors and guests.
- Emergency Services – to ensure the safety and welfare of our guests and to meet any legal obligations and to ensure the safety of the whole school/college community.
- Our senior leadership teams and Trustees when making decisions regarding lettings.
- Our Finance team when collecting payments.

Rights in relation to your personal data

All individuals have the right to request access to the personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

- Data Protection Officer, Wootton Academy Trust, Hall End Rd, Bedford MK43 9HT

Please also refer to our GDPR Data Protection Policy for further details on requesting access to personal data. Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data.
- Have inaccurate or incomplete personal data about them rectified.
- Restrict processing of their personal data.
- Object to the making of decisions about them taken by automated means.
- Have their data transferred to another organisation.
- Claim compensation for damage caused by a breach of their data protection rights.

If an individual wants to exercise any of these rights, they should contact Mr M Mieczkowski, Data Protection Officer. The law does not oblige the Trust to comply with all requests. If the Trust does not intend to comply with the request, then the individual will be notified of the reasons in writing.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please follow our complaints procedure.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Mr M Mieczkowski, Data Protection Officer, Wootton Academy Trust, Hall End Road, Wootton, Bedford MK43 9HT
- Email: dpo@wootton.beds.sch.uk

This notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in this Trust.