

Privacy Notice
(Hiring of School Premises)

July 2026
V2

Privacy Notice for Hiring of School Facilities by the Community

Under Data Protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This Privacy Notice details how the school processes personal data collected when hiring out its premises for use by the local community and visitors.

We, Hales Valley Trust, are the Data Controller for the purposes of Data Protection law.

Personal Data that we Collect

In order to provide the hiring service to individuals, we require certain information from you. This can include, but is not restricted to:

- Name
- Contact telephone number
- Contact email address
- Disability, health and access requirements

This information is collected from you at the point of booking the facility with the school.

Why we use this Data

The purpose of processing this data is for the school to provide a hiring facility of its premises, which also includes:

- To identify you and safely evacuate the school in the event of an emergency
- Meet statutory obligations for safeguarding
- Ensure that appropriate access arrangements can be provided for individuals that require them

How we Store your Personal Information

The information will be processed and kept in line with the Data Protection Act 2018, Financial Record and Accounting obligations and the school Data Retention Policy. Further information about how it is securely managed and for how long can be provided by contacting the school.

Data Sharing

We do not share information about you with any third party without your 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 you with:

- Our local authority – if we have any concerns over safeguarding
- Police forces, courts – to assist them discharging their legal duties
- BROMCOM (Bromcom is a cloud-based school Information management system. The system records assessments, attendance, behaviour, student and staff data across individuals, groups, classes and years)
- Our Trust schools
- Invenry (Visitor, staff and pupil signing-in system) (As part of the school's visitor management system we will ask for your name, who you work for, and car registration. We will also record when you arrive and when you leave the school. This information is to ensure that we meet our duty of care under health and safety and the safeguarding of our children. Our data retention period for this information is current year + 6 years. Please note that we will also take a photograph of you, and this will be retained on our visitor management system in order for us to use again should you visit us again. If you would prefer your photograph to be removed from the database once your visit is complete, please advise either our receptionist or your host).
- Hoge (Cloud based financial management software 2022)
- CPOMS (safeguarding) is the software application for monitoring child protection, safeguarding and a whole range of pastoral and welfare issues. CPOMS is an intuitive system to help with the management and recording of child protection, behavioural issues, bullying, special educational needs and domestic issues. Using CPOMS, schools can ensure that students are safe and fully supported, whilst school staff can focus on teaching and providing support)
- Trellis is a hosted system which means that all updates, maintenance and management can be performed in a central location by Trellis Education Limited.
- Microsoft 365 Education including Copilot- Microsoft 365 Education is a productivity suite that provides a suite of applications that can assist with students learning and collaboration. Microsoft 365 builds on top of Office 365 apps such as Word, Excel, PowerPoint, and Outlook and provides enhanced management, security, and compliance tools. In addition, an artificial intelligence tool 'Copilot' is included as part of the M365 Education suite of apps and complements the above tools.
- Elite Safety

If you have any questions regarding this Privacy Notice, please contact: -

YourIG Data Protection Officer Service

Dudley MBC

The Council House

Dudley

West Midlands

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Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815607