

## Privacy Notice – Lettings Users (Hirers)

John Leggott College's data protection vision is to create a culture of protecting privacy and personal data. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary.

### *Categories of hirers information that we collect, hold and share include:*

- Personal information (such as name and address, phone number)

### *Why do we collect and use hirers information?*

We collect and use hirers information under Article 6 (1) of the General Data Protection Regulation 2016:

- To fulfil the contract each lettings user/hirer signs with the college upon agreement of hiring*
- Processing is necessary for compliance with a legal obligation to which the controller is subject*

We use hirers data:

- to contact hirers in connection with booking
- to ensure we meet our statutory requirements

We will use the information provided in a manner that conforms to the Data Protection Act 2018, the UK General Data Protection Regulation 2016 and the Human Rights Act 1998.

We do not undertake any automated decision making.

The College is committed to being transparent about how it collects, uses, stores and deletes data and to meeting its data protection obligations.

### *Storing hirers data (how long is data held for)*

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary. The College operates within statutory and best practice timescales for the retention of hirers data. Data retention times are outlined in our separate Data Retention Policy.

### *How we transfer your personal information outside of the EEA*

We do not transfer your personal data outside of the EEA without the consent of the individual.

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### *Why we share hirers information*

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

### *With whom do we share hirers information?*

We do not routinely share hirers information with anyone unless there is a legal reason to do so and then this could be with:

- Police / Emergency Services
- HSE/Other Regulatory Bodies

Otherwise, before sharing information with a third party, we will either obtain your consent or establish that the sharing is necessary (which includes ensuring that the data shared is kept to a minimum), fair and otherwise within the law.

We will not pass your information to third parties for direct marketing purposes.

### *Requesting access to your personal data*

Under data protection legislation applicants have the right to request access to information about them that we hold. To make a request for this, please email [beckyrobinson@leggott.ac.uk](mailto:beckyrobinson@leggott.ac.uk) who will process the request in capacity as John Leggott College's Data Protection Officer.

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
- 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, you should raise your concern with us in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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### *Contact:*

If you would like to discuss, or require clarification regarding this privacy notice, please contact:

- Data Protection Officer
  - Email address
  - Telephone number
- Becky Robinson  
[beckyrobinson@leggott.ac.uk](mailto:beckyrobinson@leggott.ac.uk)  
01724 407061

### *Changes to this privacy notice*

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in response to feedback from hirers, as well as to take into account changes in the law.