



**"Happy Together, Growing Together, Aiming High.
Every day, a learning adventure."**

Denmead Infant School

Privacy Notice for Lettings (How we use personal information)

Denmead Infant School collects personal information about you/your organisation for the performance of hiring agreements. The personal information being collected is the hirer's name, the hirer's address, the hirer's telephone number, along with ID, First Aid and Qualification Certificates, Safeguarding Policies, Insurance Information and DBS numbers/dates.

Denmead Infant School will keep the hirer's personal information stored securely and will not use your data for any other purpose.

Denmead Infant School will keep the hirer's personal data in accordance with the School's retention schedule and in any event, no longer than is necessary.

You have some legal rights in respect of the personal information we collect from you. Under data protection legislation, you have the right to request access to the information that we hold.

You can contact Denmead Infant School's Data Protection Officer at: adminoffice@denmead-inf.hants.sch.uk or by telephone on 023 9226 2717.

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/>