

Hirers and Associated Staff Privacy Notice

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Privacy Notice – How we use information about Hirers and Associated Staff

The Lighthouse Learning Trust collects and uses data about people and organisations who hire the use of our facilities.

Some of the information we collect may be classed as ‘personal data’ and our use of this data is covered by a set of rules called the UK General Data Protection Regulation (GDPR). As well as GDPR, this notice complies with the Data Protection Act 2018 and Data Use and Access Act 2025.

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information
- What information do we collect and use about you

We may collect different categories of information, for example:

- Organisation/Hirer details
- Personal details of Hirer and associated staff
- Contact details
- Professional details
- Letting application details
- References
- Identity verification records
- Records of communications
- Photographs of you or images on CCTV

We may also collect and use information that is given additional protection under the UK GDPR, for example:

- Demographic information required for monitoring equal opportunity
- Why we collect and use this information
- We use this information for some, or all, of the reasons below:
- To enable us to process your lettings application
- To plan the utilisation of resources
- To maintain a safe environment for our students
- To deploy our Safeguarding Policy

- To deploy our Health & Safety Policy
- To share details with the community about activities on our sites that they may have an interest in joining.
- To advertise your activities on our website where these are accessible to the general public, or by application to you and/or your organisation
- To enable members of the community to contact hiring organisations

The legal basis for using this information

Depending on the purpose, our use of your information will be legal due to one of the following reasons:

- To meet the terms of a contract. [Article 6 (1) (b)]
For example: recording your personal and contact details
- To meet a legal requirement [Article 6 (1) (c)]
For example: providing information to the Department for Education
- To protect the vital interests of you or someone else [Article 6 (1) (d)]
For example: giving your contact details to emergency services
- Delivering a public task [Article 6 (1) (e)]
For example: keeping records of your meetings
- Legitimate interests [Article 6 (1) (f)]
For example: processing personal data to prevent fraud

Where we use special category personal data, we will only process this under the exemptions provided for by Article 9 of GDPR.

Storing Your Personal Data

The personal data that we collect, and use, is kept in our electronic systems or in manual files. We use email to enable authorised users to transfer information to one another. Your data is kept for 7 years in accordance with our Data Retention Policy.

Sharing Your Personal Data

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so, or when you have given your consent.

Examples of people we may share your personal data with are:

- Police forces and Courts
- Our suppliers and service providers
- Members of the community who wish to contact your organisation in relation to your letting arrangement with us

Where we share your personal data with someone who is a supplier or service provider, we will have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. Your rights are different depending on the legal basis of the information we are using. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing: please contact the Trust's Data Protection Lead whose details can be found at the end of this Privacy Notice.

The right to be informed

If you ask us, we must tell you if we are collecting or using your personal data. If we are collecting or using your personal data, you have:

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries which do not fall under the requirements of the GDPR. Requests for access to personal data will be fulfilled in a manner that is reasonable and proportionate, in line with current legislation. If your request is unclear, we may ask for clarification, and the time limit for responding will be paused until we receive your response. In certain cases, where a request is complex or involves multiple records, we may extend the response period by up to two additional months. If an extension is required, we will notify you within one month of receiving your request and explain the reasons for the delay.

To have access to your personal data we will need to collect details of what you want. In the first instance, you should contact the Trust's Data Protection Lead. You will also need to supply us with standard information to verify your identity.

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it, or to object to us using it. For some data you may have the right to ask us to erase it, or to provide it in an electronic format that you can give to someone else. You will be given full details of these rights if you request access to your personal data.

The Trust has the responsibility to ensure that your personal data is protected. In this capacity, it is called the data controller. All members of staff work for the data controller.

Who to Contact

Should you wish to make a Subject Access Request or if you have other questions about your data or this privacy notice, please contact the Trust's Data Protection Lead using the subject line "GDPR" via one of the following college emails:

- For Richard Taunton Sixth Form College: Email@richardtaunton.ac.uk
- For St Vincent Sixth Form College: Info@Stvincent.ac.uk

Our Data Protection Lead is:

Tanya Gover - Tanya.Gover@lighthouselearningtrust.ac.uk

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can submit a complaint via ([Complaints, Concerns and Compliments Form](#)). We will aim to respond to all complaints within 15 working days. Alternatively, you can contact the Information Commissioner's Office via the ICO website:

www.ico.org.uk