

Privacy Notice - Lettings

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Lettings							
What personal data do we need from you?	Name	Address		Email		Telephone no		
	Club – Child Protection Policy	Club – Public Liability Insurance						
Who will be using your Personal Data?	Who is the Data Controller ?			Beauchamps High School				
	Who is the Data Controller's Data Protection Officer ?			Lauri Almond (Essex County Council).				
	Are there any Data Processors ?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
	Who are they?			Beauchamps High School				
What will it be used for and what gives us the right to ask for it and use it?	The Purpose (s):			Lettings				
	The Legal Condition (s):			<ul style="list-style-type: none"> Legal Obligation 				
Who else might we share your data with?	Legal Bodies							
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	NO							
How long will your data be kept?	When will it stop being used?			Termination of letting ¹				
	How long after this will it be deleted?			Termination of letting ¹				
	¹ Subject to exceptions – please refer to the school's Retention Schedule							
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:			Criminal Law				
	This is what could happen if you refused to let us use your data for this purpose:			Unable to Let /continue to Let				
As you are not giving your data directly to us:	This is who is giving us your personal data:			Yourself or your Club				
	This is a source of personal data open to anyone			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
	These are the categories of personal data being given to us			Basic Demographics, e.g. name, address, Club, Telephone numbers PIA, CPP				

Visit the following links for more information about Privacy Law, our obligations and your Rights:

[The ICO Guide to the General Data Protection Regulations 2016](#)
[The General Data Protection Regulations 2016](#)

If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:

Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH
Email	DPO@essex.gov.uk amend these details if ECC are not the data Protection Officer for your school under contract
Phone Number	03330322970

If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:

Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113

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