Data Protection Privacy Notice for Hirers

This document describes the information we collect about Persons who hire school premises "Hirers", and how we use and share this information.

Under data protection legislation, St Cyprian's Greek Orthodox Primary Academy is the data controller of the personal information we hold. The Academy Trust designates the Head Teacher as its representative with regards to data protection.

The postal address of the Academy is: St Cyprians Greek Orthodox Primary Academy, Springfield Road, Thornton Heath, Surrey, CR7 8DZ. For queries, please contact the school office on 020 8771 5425 or by email to office@st-cyprians.croydon.sch.uk

Why do we collect and use your information?

St Cyprian's Greek Orthodox Primary Academy is a non-profit charitable trust funded by the Department for Education (DfE). It is required that personal data is collected & processed in order to enable the effective & safe running of the school. We process personal data in order to meet the legal obligations & safeguarding requirements set out in our Academy Funding Agreement, UK employment and child protection law. Personal data is also collected and processed in order to administer the letting of school premises.

The information we hold may include photographic records on the school sign in system, names, addresses and contact details of all interested parties and relevant financial data including bank account details.

The information we hold is data that has been provided to us by you.

How long is personal data stored for?

Personal data relating to the school workforce is stored in line with the school's Data Retention Policy. We keep information for as long as the law requires us to do so, and it is deleted when it is no longer required. You can see further details in the policy on our school website or upon request to the school office.

Will my information be shared outside of the Academy?

We do not share information about Hirers with external agencies without prior consent, or unless the law or our policies require us to do so.

How to request access to view your personal data

Under data protection legislation, Hirers have the right to request access to view the information that we hold about them. Requests for access to view your personal information must be recorded in writing. You may make a request verbally by speaking to a member of the administrative team at the school office who will record your request.

Alternatively, you may use our Subject Access Request Form or write your own letter addressed to the Head Teacher sent care of our nominated DPO; OpenAIR Systems Limited, Unit 20 Capital Business Centre, Croydon, Surrey, CR2 0BS, or submit an emailed request to stcyprians.sar@openair.systems

Right to Erasure

You have a right to request erasure of your data. Please contact the school office on 020 8771 5425 or by email to office@st-cyprians.croydon.sch.uk should you wish to request this.

How to raise a concern about how we process personal data

If you have a concern about the way we collect or use your personal data, we invite you to raise the matter with us in the first instance. Alternatively, you can contact the Information Commissioner's Office by post; Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF by telephone: 0303 123 113 or 01625 545 745 or online at: https://ico.org.uk/concerns/

Further detailed information is available in our Data Protection policy, copies of which are available upon request to the school office on 020 8771 5425 or by email to office@st-cyprians.croydon.sch.uk or can be downloaded from the school website at www.stcypriansprimaryacademy.co.uk.

Revised: July 2025

Reviewed and ratified by Full Academy Trust

Date: 17/07/25

Signed:

Name: ANDREW MANTLAS

Position: Chair of Academy Trust

Date of next review: July 2026