



# Education Trust

Inspiring the individuals of today, for a better society tomorrow,  
“Aspire, Belong, Collaborate”

## PRIVATE HIRERS PRIVACY NOTICE POLICY

Review Frequency	Every 3 years
Reviewed	7 <sup>th</sup> November 2025
Next Review	October 2027
Agreed by Trustees	7 <sup>th</sup> November 2025



## Introduction

Under data protection law, individuals have a right to be informed about how any organisation uses their personal data they hold. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about individuals hiring our facilities for private or commercial use. The overarching Privacy Notice detailing how we process data generally may be found on our website.

We, the Riviera Education Trust, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is provided by Data Protection Education Ltd (see 'Contact us' below).

## The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Basic identifiers
- Contact details
- Copies of personal liability insurance
- Data concerning health (where we need to make any special provisions) \*

\* Please refer to our Special Categories of Personal Data Policy in our Data Protection Policy for further information as to how we process this.

## Why we use this data

The purpose of processing this data is to ensure we have the means to set up the private hire agreement, contact you in an emergency, and to enable the billing. We consider this to be lawful in accordance with Article 6(1)(b) of the European General Data Protection Regulation, as we will be entering into a contract with you.

We would only ask for details of medical conditions where these require us to make reasonable adjustments to support you or your participants. This is in accordance with our duties under health and safety legislation.

## Collecting this information

As part of the contract process, we are required to collect certain information from you, and mandatory fields on application forms must be fully completed. However, in some instances you can choose whether to provide some information to us, for example information required in connection with equal opportunities monitoring.



Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## How we store this data

Personal data we collect as part of the private hire contract is stored in line with our data retention policy, which is available upon request. While the contract is live, your personal information is stored with the contract. Once the agreement ends, we will retain the personal information for 6 years unless there is good reason for us to retain it for a longer period – for example in conjunction with our safeguarding responsibilities, or if we are notified of a legal claim.

When it is no longer required, we will delete or securely dispose of the information.

## Data sharing

We do not share information about you with any third party without your consent, unless the law and our policies allow or require us to do so.

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority or other statutory bodies – to meet our legal obligations to share certain information with it
- Suppliers and service providers – to ensure they are aware of when you will be using our facilities
- Occasionally with our Data Protection Officer e.g. in the event of a subject access request

## Transferring data internationally

Our data is stored within the UK and within the European Economic Area.

In the event that we have to transfer personal data from the UK to a country or territory outside of the European Economic Area, we will do so in accordance with data protection law and obtain sufficient safeguards.

## How to access the personal information we hold about you

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this



- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact the school office.

## Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to your data being used to send you direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- Request that data which you believe to be inaccurate is amended
- In certain circumstances, have personal data deleted or destroyed, or the processing of the data restricted
- A right to seek redress, either through the ICO, or through the courts

To exercise any of these rights, please contact the school office or our Data Protection Officer.

## Contact and Complaints

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Wendy Vreony on [wvreony@rivieraet.co.uk](mailto:wvreony@rivieraet.co.uk) Tel: 01803 557190.

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please contact Wendy Vreony or our Data Protection Officer, Data Protection Education: [dpo@dataprotection.education](mailto:dpo@dataprotection.education) or 0800 0862018.

You have the right to make a complaint to us about the way in which we process your personal data. There is also a right to make a complaint to the Information Commissioner, but complaints should be raised with us first by contacting the Clerk to the Trustees at: [clerk@rivieraet.co.uk](mailto:clerk@rivieraet.co.uk).

The Information Commissioner may be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk). 0303 123 1113

## Updates to our Privacy Notice

We may need to update this privacy notice periodically as changes arise, a full review will take place every 3 years.



## Details of amendments

### October 2022

- Policy received from Data Control Officer.

### July 2023

- Policy reviewed without change.

### 8.10.24

- Policy reviewed without change.

### 7/11/25

- Right to complain to school added.
- Formatting refreshed.

### 6/5/26

- Details added of new DPO, Data Protection Education Ltd (from 25/5/26)

