

## General Data Protection Regulations (GDPR)

### St Edmund's Catholic Academy - Privacy Notice for hirers

St Edmund's Catholic Academy is part of Bishop Cleary Catholic Multi Academy Company.

This Privacy notice outlines how the venue uses the data it collects in connection with the use of St Edmund's as a hire facility to the venue.

Data is collected at point of agreement to use the venue through a hire agreement.

Data is collected and a record is kept linked to the person's or organisation's use of the venue. The information is kept in an electronic format in a secure network location. We also obtain a hard copy that is kept securely for any out of hours contact. The information will be used to make contact with organisations, individuals within those organisations or individuals regarding their use of the venue. This information will include contact information including name, address, telephone number, email address, website address.

If individuals/organisations do not wish to share the means to contact them, St. Edmund's Catholic Academy will not be able to enter into an agreement with them for use of the venue.

Information collected is not shared, and is only used in connection with their current or future use of the venue.

If individuals have not got a current relationship with the venue and wish their data to be removed from the database they can request for this to happen by the following contact methods:

In writing to:-

Contact: (school information?)

Alternatively email:-

Email: [enquiries@stedmunds.org](mailto:enquiries@stedmunds.org)