

Woodhouse Grove School Enterprises

PRIVACY NOTICE

Introduction

This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we'll store and handle that data, and keep it safe.

This information is provided because Data Protection Law gives individuals rights to understand how their data is used.

What is Woodhouse Grove School Enterprises?

Woodhouse Grove Enterprises limited is a wholly owned subsidiary of the Methodist Independent Schools Trust (Company No: 7649422, Charity No: 1142794). The company is principally engaged in commercial trading activities relating to and in support of the charitable activities of Woodhouse Grove School.

Explaining the legal bases we rely on

The law on data protection sets out a number of different reasons for which a company may collect and process your personal data, including:

Legitimate Interest.

In specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our business and which does not materially impact your rights, freedom or interests.

When do we collect your personal data

- We request your data at enquiry stage for a booking or rental of our facilities.

What sort of personal data do we collect?

- We collect all the data that we need to complete a booking form, this could be company data or individual data if it is a personal booking.

How and why do we use your personal data?

- To process any booking. If we don't collect your personal data during the booking process, we won't be able to fulfil the booking and comply with our legal obligations.

- To respond to your queries and complaints. Handling the information you sent enables us to respond. We may also keep a record of these to inform you of any future communication with us and to demonstrate how we communicated with you throughout. We do this on the basis of our contractual obligations to you, our legal obligations and our legitimate interests in providing you with the best service and understanding how we can improve our service based on your experience.
- To manage your booking all data is held within our electronic booking system.
- The data is also used to produce invoices for the booking.

How we protect your personal data

We know how much data security matters to all our customers. With this in mind we will treat your data with the utmost care and take all appropriate steps to protect it.

The school will take appropriate technical and organisational steps to ensure the security of personal data including policies around use of technology and devices, and access to school systems.

How long we keep personal data

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected.

At the end of the booking/hire period, your data will be stored so we can communicate with you about future opportunities of the same purpose as your original booking.

If you have any specific queries about how our retention policy is applied, or wish to request that personal data that you no longer believe to be relevant is considered for erasure, please contact hireus@woodhousegrove.co.uk

Who has access to personal data and who the school shares it with

Occasionally, the school will need to share personal information relating to its community with third parties, such as:

- professional advisers (e.g. lawyers, insurers, PR advisers and accountants);
- government authorities (e.g. HMRC, DfE, police or the local authority); and
- appropriate regulatory bodies

For the most part, personal data collected by the business will remain within the business, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis).

Where your personal data may be processed

Your Rights

You have the rights to:

The right to be informed

The right of access

The right to rectification

The right to erasure

The right to restrict processing

The right to data portability

The right to object

Rights in relation to automated decision making and profiling.

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. Where the business is relying on consent to process personal data, any person may withdraw this consent at any time. If you wish to raise a complaint on how we have handled your personal data or withdraw consent, you can contact us to have the matter investigated here: hireus@woodhousegrove.co.uk

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>

Queries and Complaints

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact them by calling [0303 123 1113](tel:03031231113).

Or go online to www.ico.org.uk/concerns

Further Information

We hope this Privacy Notice has been helpful in setting out the way we handle your personal data and your rights to control it.

If you have any questions that haven't been covered, please contact us and we will be pleased to help you:

- hireus@woodhousegorve.co.uk
- Woodhouse Grove Enterprises Limited, Woodhouse Grove School, Apperley Bridge, Bradford, BD10 0NR

Booking Form Privacy Notice

About us

This privacy notice explains how Woodhouse Grove Enterprises limited will use the information you provide through this form. Woodhouse Grove Enterprises limited is a wholly owned subsidiary of the Methodist Independent Schools Trust (Company No: 7649422, Charity No: 1142794). The company is principally engaged in commercial trading activities relating to and in support of the charitable activities of Woodhouse Grove School.

Why we need your data

Your information will be used for the following reason:

- To process any booking. If we don't collect your personal data during the booking process, we won't be able to fulfil the booking and comply with our legal obligations.
- To respond to your queries and complaints.

What we do with your data

To manage your booking all data is held within our electronic booking system. The data is also used to produce invoices for the booking. The data you provide is processed by our staff in the UK however some of the school's processing activity is carried out on its behalf by third parties, such as IT systems, web developers or cloud storage providers.

How long we keep your data

Whenever we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected. At the end of the booking/hire period, your data will be stored so we can communicate with you about future opportunities of the same purpose as your original booking.

Your rights

If at any point you believe the information we process on you or your company is incorrect you can request to see this information and have it corrected or deleted. Any person may withdraw consent for us to use their data at any time.

If you wish to raise a complaint on how we have handled your personal data or withdraw consent, you can contact us to have the matter investigated here: hireus@woodhousegrove.co.uk. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>

Further Information

Further detail on everything covered above can be found on the Enterprises privacy policy which is available upon request or here:

Contact Us

Email Address: hireus@woodhousegrove.co.uk

Address: Woodhouse Grove School Enterprises Ltd , Apperley Bridge, West Yorkshire, Bradford BD10 0NR.