

PRIVACY NOTICE HIRING OF SCHOOL PREMISES

Brockmoor Primary School • Brierley Hill Primary School



POLICY OWNER	Senior Leadership Team
APPROVED BY	Governing Body
APPROVAL DATE	September 2026
REVIEW DATE	September 2027 or earlier if guidance changes
REVIEW CYCLE	Annual

Aspiration and opportunity for every child

Who we are

Black Country Federation comprises Brockmoor Primary School and Brierley Hill Primary School. The relevant school is the data controller for personal information it processes about you. The schools work within a shared federation governance and leadership structure.

Our Data Protection Officer

YourIG Data Protection Officer Service, Dudley MBC, The Council House, Dudley, West Midlands, DY1 1HF. Email: YourIGDPOService@dudley.gov.uk. Telephone: 01384 815607.

Why this notice matters

This notice explains how the schools use personal information when facilities or premises are hired.

Information we may collect and use

- name and contact details
- organisation details
- booking and event information
- billing and payment information
- insurance, licence or safeguarding documentation where required
- health, disability or accessibility information where necessary
- DBS or safeguarding information where relevant and lawful
- correspondence relating to the booking

Why we use your information

- administer and manage the booking
- communicate about access, facilities and conditions of hire
- meet safeguarding, health and safety and security duties
- process payments and maintain financial records
- manage insurance, incidents, disputes or legal claims
- provide reasonable accessibility arrangements

Our lawful basis

We rely on contract, legal obligation and legitimate interests/public task as appropriate under Article 6 UK GDPR. Special category or criminal offence data is only processed where a relevant legal condition applies.

Where information comes from

- you or the hiring organisation
- payment and finance records
- insurers, referees or statutory checking services where relevant

Who we may share information with

- relevant school staff
- Dudley MBC where required
- payment, finance and approved administrative service providers
- insurers, professional advisers and emergency services where necessary
- police, courts or safeguarding bodies where required by law

We only share personal information where there is a lawful basis and it is necessary and proportionate. Where organisations process information on our behalf, we use appropriate contractual and security arrangements.

How long we keep information

Booking and financial records are retained in accordance with financial, legal and records-management requirements in the school's retention schedule, then securely disposed of.

Keeping information secure

We use appropriate technical and organisational measures to protect personal information. Access is limited to people who need the information for their role. Staff are expected to follow the Federation's data protection, safeguarding and information-security requirements.

Your rights

Depending on the circumstances, data protection law gives you rights relating to access, correction, erasure, restriction, objection, data portability and automated decision-making. Some rights do not apply in every situation. Requests can be made through the school office or directly to the DPO.

Concerns or complaints

Please contact the relevant school in the first instance if you have a question or concern. You may also contact the DPO. You have the right to complain to the Information Commissioner's Office.

[Information Commissioner's Office](#)

Review of this notice

This notice will be reviewed at least annually and whenever there is a significant change to how personal information is used. Where a significant change affects you, we will take reasonable steps to bring it to your attention.