



DISCOVERY
EDUCATIONAL TRUST

**Privacy Notice –
Managing the School Premises Lettings**

Managing School Premises Lettings

Discovery Educational Trust (DET) and its Schools sometimes hire out School premises.

DET/its Schools are required to collect some information about the lettings, for example:

- Name and contact details;
- Email address;
- Phone number;
- Insurance details;
- Disclosure and Barring Services (DBS) checks.

The legal basis for DET/its Schools to collect and use this information is Contract.

DET/its Schools keep your information whilst you are hiring School premises and retain this information for two years after your last contract with the School.

DET/its Schools also use personal information to:

- Perform the contract with you;
- Keep track of income.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary, DET/its Schools only do so where it is permitted by law, and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information, please see Section 5 of the DET overarching Privacy Notice.