



## **PRIVACY NOTICE - COMMERCIAL**

### **WHO WE ARE**

Wellington School (Somerset) Trading Company Limited is a company which is owned and operated by Wellington School for the purpose of managing the letting and hiring of the school facilities for external events and weddings.

Wellington School (Somerset) Trading Company Limited uses Wellington School staff, policies, procedures and resources to carry out its business.

Wellington School (Somerset) Trading Company Limited is a Private Limited Company registered in the UK at South Street, Wellington, Somerset, TA21 8NT under company number 03049392.

For the purposes of the relevant legislation (“Data Protection Law”), Wellington School (Somerset) Trading Company Ltd is the data controller and is represented by the Bursar of Wellington School.

### **WHAT THIS NOTICE IS FOR**

This notice is intended to provide information about how the Wellington School Trading Company Ltd will use and process personal data about individuals including: its clients, enquirers and contractors. This information is provided in accordance with the rights of individuals under Data Protection Law to understand how their data is used. Clients, potential clients and contractors are all encouraged to read this Privacy Notice and understand Wellington School Trading Company Limited obligations to its entire community.

### **GENERAL DATA PROTECTION REGULATION AND THE DATA PROTECTION ACT**

The EU General Data Protection Regulation (GDPR) includes rules on giving privacy information to those whose data is held by an organisation (data subjects). These are more detailed and specific than in the Data Protection Act (DPA) and place an emphasis on making privacy notices understandable and accessible. Data controllers are expected to take ‘appropriate measures’ to ensure that this is the case. Wellington School Trading Company interprets this as using very clear language to outline each of the responsibilities for each of the data subject groups.

The GDPR say that the information provided to data subjects about how Wellington School Trading Company Limited processes their personal data must be:

- Concise, transparent, intelligible and easily accessible;
- Written in clear and plain language
- Free of charge.

These requirements are about ensuring that privacy information is clear and understandable for data subjects. This privacy notice deals with the responsibilities of Wellington School Trading Company Limited in detail.

This Privacy Notice applies alongside any other information Wellington School Trading Company Limited may provide about a particular use of personal data, for example when collecting data via an online or paper form.

This Privacy Notice also applies in addition to Wellington School Trading Company Limited other relevant terms and conditions and policies, including:

- Any booking form or contract between Wellington School Trading Company Limited and a client;
- Any contract between Wellington School Trading Company Limited and a service provider (e.g. the regular catering contractor – Palmer & Howell);
- Wellington School (as the owner of Wellington School Trading Company Limited) policies and procedures, including those that cover safeguarding, Health & Safety, Data Protection and data storage;

Anyone who works for, or acts on behalf of, Wellington School Trading Company Limited (including Wellington School staff, Palmer and Howell staff, Platinum Gate Security and service providers) should also be aware of and comply with this Privacy Notice.

## **RESPONSIBILITY FOR DATA PROTECTION**

The overall responsibility for Data Protection is the Bursar as the representative of the data controller. For day to day Data Protection matters Wellington School Trading Company Limited the Sports Complex Manager is responsible. The Bursar will deal with any formal Subject Access Requests, enquiries concerning Wellington School Trading Company Limited uses of your personal data (see section on Your Rights below) and endeavour to ensure that all personal data is processed in compliance with this notice and Data Protection Law.

Contact details for Data Protection are: Events Office  
(Wellington School Trading Company Limited)  
C/O Wellington School  
South Street, Wellington  
Somerset, TA21 8NT  
Or via email at [Events@wellington-school.org.uk](mailto:Events@wellington-school.org.uk)

## **WHY WELLINGTON SCHOOL TRADING COMPANY LIMITED NEEDS TO PROCESS PERSONAL DATA**

In order to carry out its ordinary duties providing a venue hire and wedding venue service. Some of this activity Wellington School Trading Company Limited will need to carry out in order to fulfil its legal rights, duties or obligations – including those under a contract with its clients and those to maintain licenses to operate (e.g. Civil Wedding Ceremonies). Other uses of personal data will be made in accordance with Wellington School Trading Company Limited legitimate interests, or the legitimate interests of another, provided that these are not outweighed by the impact on individuals, and provided it does not involve special or sensitive types of data.

Wellington School Trading Company Limited expects that the following uses will fall within its (or its client's) category of either "contractual/legal" or "legitimate interests" basis for lawful processing:

- To respond to initial enquiries and follow-up correspondence;
- To manage dietary requirements when arranging catering;
- For the completion of wedding registers for Chapel weddings;
- To collect payment for services provided;
- To maintain relationships with current and previous clients, including sending greeting cards, direct marketing and opportunities for regular bookings;
- To ensure all services are provided by suitability qualified and checked personnel accordingly to any relevant guidelines (e.g. Charity Commission guidance on safeguarding and safe use of facilities);
  - To monitor (as appropriate) use of any IT and communications systems included in the service provided in accordance with Wellington Schools acceptable use policies;
  - For security purposes, including CCTV and Automatic Number Plate Recognition [ANPR] in accordance with Wellington School's CCTV policy;
  - To prevent fraud or to report potential crimes;
  - To carry out or cooperate with any complaints, disciplinary or investigation process; and
- Where otherwise reasonably necessary for Wellington School's purposes, including to obtain appropriate professional advice and insurance for the facilities.

In addition, Wellington School Trading Company Limited will on occasion need to process special category personal data (concerning health, ethnicity, religion, biometrics or sexual life) or criminal records information (such as when carrying out DBS checks) in accordance with rights or duties imposed on it by law, including as regards safeguarding and employment, or from time to time by explicit consent where required. These reasons will include:

- To ensure the welfare (and where necessary, medical care), and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition or other relevant information where it is in the individual's interests to do so: for example for medical advice, for social protection, safeguarding, and cooperation with police or social services, for insurance purposes or to caterers or service providers who need to be made aware of dietary or medical needs;
- In connection with employment of its staff and contractors / service providers, to perform DBS checks where required by working with vulnerable children and/or adults;
- As part of any complaints, disciplinary or investigation process that involves such data, for example if there are health or safeguarding elements; or
- For legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with its legal obligations and duties of care.

## **TYPES OF PERSONAL DATA PROCESSED BY WELLINGTON SCHOOL TRADING COMPANY LIMITED**

This will include by way of example:

- Names, addresses, telephone numbers, e-mail addresses and other contact details;
- Car details (about those who use our car parking facilities);
- Bank details where provided for payment;
- Dietary requirements (collected on behalf of the catering contractor);
- Where appropriate, information about individuals' health and welfare, and contact details for their next of kin;
- Professional memberships, qualifications, DBS clearance and references given or relevant information provided by service providers; and
- Correspondence with and concerning past and future events and weddings

## **HOW WELLINGTON SCHOOL TRADING COMPANY COLLECTS DATA**

Generally, Wellington School Trading Company Limited receives personal data from the individual directly. This may be via a form, or simply in the ordinary course of interaction or communication (such as email or written assessments).

However in some cases personal data will be supplied by third parties (for example a family member, or other professionals or authorities working with that individual). Wellington School Trading Company Limited will carry out reasonable checks to establish the authority of third parties to supply any personal data.

## **WHO HAS ACCESS TO PERSONAL DATA AND WHO WELLINGTON SCHOOL TRADING COMPANY LIMITED SHARES IT WITH**

As Wellington School Trading Company Limited is owned and staffed by Wellington School all data collected will be handled and processed by Wellington School staff acting on behalf of Wellington School Trading Company Limited.

Occasionally, Wellington School Trading Company Limited will need to share personal information relating to its clients with third parties, such as:

- Professional advisers (e.g. lawyers, insurers, and accountants);
- Government authorities (e.g. Government Registry Offices relating to Chapel Weddings);
- Appropriate regulatory bodies (e.g. the Charity Commission or the Information Commissioner); and
- Service providers (e.g. catering companies, security companies).

For the most part, personal data collected by Wellington School Trading Company Limited will remain within the organisation (including Wellington School), and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of:

- Financial information [is not retained following successful payment, normally taken from an individual via a form or over the telephone]; and
- Dietary requirements [collected on a form provided and managed by the catering contractor];

All Internet usage from the Wi-Fi network available across the facilities is secure to provide automated filtering of unsuitable and illegal content according to the Wellington School ICT Acceptable Use, Safeguarding and Child Protection policies. All written or processed information is filed and kept in a secure environment. All information shared with service providers, such as contracted caterers are subject to contractual assurances that personal data will be kept securely and only in accordance with Wellington School Trading Company Limited specific directions.

## **HOW LONG WE KEEP PERSONAL DATA**

Wellington School Trading Company will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. Typically, the legal recommendation for how long to keep data relating to a contract for service is up to 7 years following the service being provided. However, incident reports, complaints and any safeguarding files will need to be kept much longer, in accordance with specific legal requirements.

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 our Manager. However, please bear in mind that Wellington School Trading Company Limited will often have lawful and necessary reasons to hold on to some personal data even following such request.

A limited and reasonable amount of information will be kept for archiving purposes, for example; and even where you have requested we no longer keep in touch with you, we will need to keep a record of the fact in order to fulfil your wishes (called a "suppression record").

## **KEEPING IN TOUCH**

Wellington School Trading Company will use the contact details of clients to keep them updated about events of interest, including by sending updates by email and by post, manage regular bookings and to send greeting cards as appropriate.

- Should you wish to limit or object to any such use, or would like further information about them, please contact the Events Office ([Events@wellington-school.org.uk](mailto:Events@wellington-school.org.uk)) via email or in writing to the Events Office (Wellington School Trading Company Limited), Wellington School, South Street, Wellington, Somerset, TA21 8NT.
- You always have the right to withdraw consent, where given, or otherwise object to direct marketing. However, Wellington School Trading Company Limited is nonetheless likely to retain some of your details (not least to ensure that no more communications are sent to that particular address, email or telephone number).

## **YOUR RIGHTS**

### **• Rights of access, etc.**

Individuals have various rights under Data Protection Law to access and understand personal data about them held by Wellington School Trading Company Limited, and in some cases ask for it to be erased or amended or have it transferred to others, or for the school to stop processing it – but subject to certain exemptions and limitations.

Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, or who has some other objection to how their personal data is used, should put their request in writing to the Events Office (Events@wellington-school.org.uk) via email or in writing to Events Office (Wellington School Trading Company Limited), Wellington School, South Street, Wellington, Somerset, TA21 8NT).

Wellington School Trading Company Limited will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits (which is one month in the case of requests for access to information).

Wellington School Trading Company Limited will be better able to respond quickly to smaller, targeted requests for information. If the request for information is manifestly excessive or similar to previous requests, Wellington School Trading Company Limited may ask you to reconsider, or require a proportionate fee (but only where Data Protection Law allows it).

### **• Requests that cannot be fulfilled**

You should be aware that the right of access is limited to your own personal data, and certain data is exempt from the right of access. This will include information which identifies other individuals, or information which is subject to legal privilege (for example legal advice given to or sought by Wellington School Trading Company Limited, or documents prepared in connection with a legal action).

You may have heard of the "right to be forgotten". However, we will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing your personal data: for example, a legal requirement, or where it falls within a legitimate interest identified in this Privacy Notice. All such requests will be considered on their own merits.

### **• Consent**

Where Wellington School Trading Company Limited is relying on consent as a means to process personal data, any person may withdraw this consent at any time. Examples where we do rely on consent are: keeping in touch via marketing communication. Please be aware however that Wellington School Trading Company Limited may not be relying on consent but have another lawful reason to process the personal data in question even without your consent. That reason will usually have been asserted under this Privacy Notice, or may otherwise exist under some form of contract or agreement with the individual (e.g. contract or agreement for services).

### **• Whose rights?**

The rights under Data Protection Law belong to the individual to whom the data relates.



## **DATA ACCURACY AND SECURITY**

Wellington School Trading Company Limited will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must please notify Wellington School Trading Company Limited of any significant changes to important information, such as contact details, held about them. An individual has the right to request that any out-of-date, irrelevant or inaccurate or information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law): please see above for details of why Wellington School Trading Company Limited may need to process your data, of who you may contact if you disagree. Wellington School Trading Company Limited will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to systems. All staff will be made aware of this policy and their duties under Data Protection Law and receive relevant training

## **THIS NOTICE**

Wellington School Trading Company Limited will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

## **QUERIES AND COMPLAINTS**

Any comments or queries on this policy should be directed to the Sports Complex Manager Mr G Beasley using the following contact details:

PRSC (Wellington School Trading Company Limited)  
Wellington School  
South Street  
Wellington  
Somerset  
TA21 8NT  
Or via email [b.beasley@Wellington-school.org.uk](mailto:b.beasley@Wellington-school.org.uk)

If an individual believes that Wellington School Trading Company Limited has not complied with this policy or acted otherwise than in accordance with Data Protection Law, they should notify the Bursar at the address above or via email on [Bursar@wellington-school.org.uk](mailto:Bursar@wellington-school.org.uk). You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with Wellington School Trading Company Limited before involving the regulator.

Wellington School Trading Company Limited Privacy Notice Updated: 31<sup>st</sup> July 2018