



Privacy Notice Visitors

Policy adopted by Full Governing Board
11TH February 2024

Policy Review History

Length of policy cycle:	2 Yearly
Date of last review:	10.02.2025
Governor:	Caroline Odibert
Next review:	Spring 2027

Date:	Governor:
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Privacy Notice (How We Use Visitor Information)

This Privacy Notice for visitors explains how and why we store personal information about those who visit the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number is Z5496397.

The Categories of Visitor Information That We Process Include:

We collect the information requested in the sign-in book. We process the following personal information from visitors -

- Name
- Contact details
- Information relating to your visit, e.g. your company or organisation name, arrival and departure time
- DBS Number
- Information about any access arrangements you may need.

Why We Collect and Use Visitor Information

We use visitor data to:

- identify you and keep you safe while on the school site
- keep pupils and staff safe
- maintain accurate records of visits to the school
- provide appropriate access arrangements
- maintain high standards of health and safety
- maintain internal policy and procedure

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

(6c) A Legal obligation: the processing is necessary for us to comply with the law.

(6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

Storing Visitor Information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see our Data Protection Policy.

Who We Share Visitor Information With

We do not share visitor information with third parties unless we are legally required to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about visitors with:

- our local authority - to meet our legal obligations to share certain information within it, such as where the visitor information is relevant to a safeguarding concern
- the Department for Education
- our regulator - Ofsted
- our auditors
- health and social welfare organisations
- professional advisers and consultants
- police forces, courts, tribunals
- professional bodies
- the organisation/company you are representing

Requesting Access to Your Personal Data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the school office or Headteacher.

Depending on the lawful basis used for processing data (as identified above), you may also have the right to:

- have your personal data rectified if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics; or not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact our Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk. You can also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 10th February 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact the Headteacher.