

Agreed by staff and Governors – Summer term 2021

Review date – Summer term 2024

Privacy Notice - How we use visitor information

School statement on visitors.

The categories of visitor information that we collect, hold and share include:

- Name
- CCTV images that may be captured during your visit

Why we collect and use this information - We use visitor data: to safeguard pupils, to meet Health and Safety and Fire in the Workplace Legislation, to keep the site secure and safe, and to assist with the organisation of events and meetings.

The lawful basis on which we use this information - We collect and use visitor information under:

- Vital Interests – to keep our pupils safe in terms of safeguarding
- Legal Obligation – meeting H&S and Fire in the Workplace Legislation
- Legal Obligation – meeting Safeguarding Legislation

Collecting visitor information - Visitor information we collect is mandatory. Our legal obligations require us to record the names of all visitors on site.

Storing visitor data - We hold visitor data in accordance with our Data Protection Policy, which can be found on the school website.

We store visitor data on the following systems

- Visitor signing-in Book
- CCTV system
- Visitor Badges to wear while on site

Who we share visitor information with - We may share visitor information with: The Police, Insurance claims, Accident Reporting/HSE and any requests from third parties in the event of a safeguarding incident.

Why we share visitor information - We do not share information about visitors with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, visitors have the right to request access to information about them that we hold. To make a request for your personal information contact the Business Manager at the school.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>