

Privacy Notice Guest WiFi Users (Quick Read)

This Privacy Notice for guest WiFi users explains how and why we store personal information about those who access our Guest WiFi. It provides a guide to our legal obligations and their own rights. Like any organisation that 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 09880004685

The categories of guest Wi-Fi user information that we process include:

- Your name, address and contact details, including email address and telephone number.

We process the following personal information from guest WiFi users -

- Personal identifiers, contacts and characteristics (such as name, date of birth, contact details, addresses and postcode)
- Details of your role and reasons for accessing the WiFi
- The duration of WiFi access to be granted (start and end times/dates)

Why we collect and use guest WiFi user information

We use Guest WiFi User data to:

- Monitor and track access and usage of our WiFi to fulfil our safeguarding responsibilities in accordance with our Acceptable Use of IT, Online Safety and Safeguarding policies and Codes of Conduct.

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

(6b) Performance of a Contract: the processing is necessary for the performance of a contract to which the data subject is party.

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

Storing guest WiFi user 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 and our Records Management/Data Retention Records Management/Data Retention Policy by visiting the ONE Academy Trust website.

Who we share guest WiFi user information with

We share Guest WiFi User information with our guest WiFi and network provider (AIT) in order to perform the service of providing the guest WiFi. We also share data with our online Filtering & Monitoring service provider (Smoothwall). We do not share Guest WiFi User information with any other third parties unless we are legally required to do so.

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 headteacher or Diane Dakin (the governance coordinator) at d.dakin@oneacademytrust.co.uk

Depending on the lawful basis above, you may 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; and
- a right to seek redress, either through the ICO, or through the courts

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 **30 March 2025**.

Contact

If you would like to discuss anything in this privacy notice, please contact: Diane Dakin (the governance coordinator) at d.dakin@oneacademytrust.co.uk