

Privacy Notice Visitors

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 09880004685

The categories of visitor information that we process include:

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name
- Contact details
- Information relating to your visit, e.g. your company or organisation name, arrival and departure time, car number plate
- Photographs for identification purposes for the duration of your visit
- CCTV images captured in school
- Information about any access arrangements you may need
- Information relating to safeguarding e.g. DBS checks
- Internet use and use of our IT equipment

Why we collect and use visitor information

We use visitor data to:

- Identify you and keep you safe while on the school site
- Maintain accurate records of visits to the school
- Provide appropriate access arrangements
- Ensure the safeguarding of pupils and staff
- Maintain high standards of health and safety

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. We follow a Data Retention policy which we can provide access to on request.

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 with it, such as where the visitor information is relevant to a safeguarding concern
- The Department for Education
- Educators and examining bodies
- Ofsted
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- The organisation/company you are representing
- Our IT service providers (AIT) and IT Filtering & Monitoring service (Smoothwall) (IT and internet service users only)

Requesting access to your personal data

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the headteacher or Diane Dakin (the governance coordinator) at d.dakin@oneacademytrust.co.uk

You also have the following rights:

- the right to be informed about the collection and use of your personal data - this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you - this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete - this is called 'right to rectification'.
- the right to ask us to delete your personal information - this is called 'right to erasure'

- the right to ask us to stop using your information - this is called ‘right to restriction of processing’.
- the ‘right to object to processing’ of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at raise a concern with ICO

Alternatively, you can contact our Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the ‘How Government uses your data’ section of this notice.

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