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**ONE Academy Trust**

Registered Office:

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**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

**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 the Derbyshire County Council 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

**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 clerk to the trust) at [ddakin@sawley-inf.derbyshire.sch.uk](mailto:ddakin@sawley-inf.derbyshire.sch.uk)

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](mailto: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 **01 Sept 2023.**

**Contact**

If you would like to discuss anything in this privacy notice, please contact: Diane Dakin (the clerk to the trust) at [ddakin@sawley-inf.derbyshire.sch.uk](mailto:ddakin@sawley-inf.derbyshire.sch.uk)