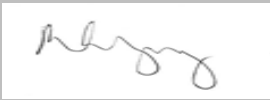





## Privacy Notice - Visitors

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**Abstract: This policy is based on the model policy from Turn IT On and reflects the schools approach to data management including adherence to UK GDPR.**

Approved by:	Mrs M Young Chair of Governors	
Approved by:	Mrs J Watson Headteacher	
Last reviewed on:	29/02/2024	
Next review due by:	28/02/2027	
Policy number:	LRS0150	

## **Privacy Notice (How we use visitor information)**

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

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

- personal information (such as name, employee or teacher number, vehicle registration number, photograph, identity documents)
- visit information (such as in and out times, reason for visit)
- qualifications (and, where relevant, subjects taught)
- contact information including address, email and phone numbers
- DBS information
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### **Why we collect and use this information**

We use visitor data for:

- safeguarding and child protection
- emergency evacuation management
- school security

### **The lawful basis on which we process this information**

We rely on having a legitimate reason as your employer to collect and use your personal information, and to comply with our statutory obligations, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of contract, legal obligation (not including contractual obligation), substantial public interest (equality of opportunity or treatment) or vital interest (to protect someones life) found in [UK GDPR Article 9](#).

We are required to share information about our workforce members under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### **Collecting this information**

Whilst the majority of information we collect is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform visitors whether they are required to provide certain information to us or if they have a choice in this.

### **Storing this information**

We will hold visitor information for 1 years in line with IRMS (Information Records Management Service) personnel retention record keeping guidelines.

Please follow the link below for more information on records management.

<http://irms.org.uk/page/SchoolsToolkit>

## **Who we share this information with**

We may share this information with:

- Buckinghamshire Council
- Department for Education (DfE)
- OfSTED

## **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.

## **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to personal information to those who have a genuine business need to know it. Those processing visitor information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify visitors and any applicable regulator of a suspected data security breach where 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, In the first instance please contact the School lead.

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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation

- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

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 the Information Commissioner's Office at <https://ico.org.uk/concerns/>