



# 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 Legislation
- to meet Fire in the Workplace Legislation
- to keep the site secure and safe
- 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 Records Management Policy, which can be found at [www.irms.org.uk](http://www.irms.org.uk)

We store visitor data on the following systems

- Visitor signing-in Book - Inventory
- Fire Register – Inventory
- CCTV system
- Visitor Badges to wear while on site - Inventory

## Who we share visitor information with

We may share visitor information with:

- The police
- Insurance claims
- Accident Reporting/HSE
- 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 Headteacher 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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/>

## Contact

If you would like to discuss anything in this privacy notice, please contact the School Business Manager or Headteacher at the school.