# Privacy Notice - How we use visitor information

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

- Personal information - such as name and photograph
- CCTV  images

## Why we collect and use this information

We use the 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

Whilst the majority of visitor information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulations, we will inform you whether you are required to provide certain visitor information to us or if you have a choice in this.

## Storing visitor data

We hold visitor data in accordance with our Data Protection Policy

We store visitor data on the following systems:

- our visitor signing-in system
- visitor signing-in book
- fire Register
- CCTV system
- Visitor Badges to wear while on site
- Microsoft Outlook
- School room booking software

## 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
- NHS Track and Trace Service COVID-19 *see below*

## NHS Track and Trace – Covid-19

If required to do so by the NHS Track and Trace Service, we will provide the contact details of all children and adults that have been in close contact with anyone that has tested positive for Covid-19 within the setting. Further information about this service can be found at:

https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#how-nhs-test-and-trace-service-works

https://contact-tracing.phe.gov.uk/help/privacy-notice

This is in accordance with Article 6(1)(e)of the GDPR *'processing is necessary for the performance of a task carried out in the public interest'.*

## 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 Headteacher at the school.