



Privacy notice for school visitors

Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals visiting the school**.

We, St Peter-in-Thamet CE Junior School, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Alan Martin who contactable via alan@dataprotectionadvice ltd.co.uk

The personal data we hold

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

- Full name
- Contact details and contact preferences
- Information relating to your visit e.g. your company name, arrival/departure time or car number plate.
- Information relating to safeguarding e.g. DBS checks
- Information about any access arrangements you may need
- Photographs

We may also process the following "special category" of more sensitive personal information:

- Information about your health or any relevant disabilities.

Why we use this data

We use the data listed above to:

- Identify you and keep you safe while on the school site
- Keep pupils and staff safe
- Maintain accurate records of visits to the school
- Provide appropriate access arrangements

Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- To comply with the law

- To fulfil a public task
- To protection yours or someone else's vital interests
- For purposes of substantial public interest
- Where we have asked for your consent to use your information
- Where we have identified a legitimate interest
 - Site security
 - Health and Safety purposes
 - Facilitating meetings

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law.

Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- Our regulator, [specify as appropriate, e.g. Ofsted, Independent Schools Inspectorate]
- Suppliers and service providers (e.g. catering, HR)
- Our auditors
- Health authorities
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

Your rights

The UK GDPR provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

For more information, please see the ICO website:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

To exercise any of these rights, please contact us (see 'Contact us' below).

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
(<https://ico.org.uk/>)

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

Our **Data Protection Lead** has day-to-day responsibility for data protection issues in our school.

Heather Prentice – School Business Manager, who is contactable via the school office (01843) 861430 or by email office@stpetersthanet.co.uk

Our **Data Protection Officer** who supports and advises the school about data protection law:

Alan Martin who is contactable via alan@dataprotectionadvice ltd.co.uk