

School Visitors Privacy Notice

A variety of people may visit our school for a number of different reasons. Whatever reason you have for visiting us, there is certain information we may gather in order to make your visit as smooth as possible.

What information do we collect?

When you arrive at the school, our CCTV cameras will record footage as you enter our carpark and the school. This is done for security purposes. Details of why and how we record and use CCTV footage can be found in our CCTV Privacy Notice.

When you arrive at reception we will ask you to provide us with some details which allow us to produce a visitor's badge and to let your appointment know you have arrived.

We use an electronic sign in system to process this information.

We collect details of your name, organisation (if relevant), any car registration, a contact phone number, the time of your visit and the details of the person you visit.

Occasionally, depending on the nature of the visit, we may also request that an individual shows a form of ID. This is simply for verification purposes and the information is not recorded.

If you have any specific requirements in terms of accessibility etc, you may decide share with us information about any health condition or mobility issues you may have so that we can make sure we can fully accommodate your needs.

Do I have to provide this information?

We have a responsibility to safeguard our staff and students and one of the ways we do this is to understand who is on school premises and for what purpose at any given time. In order to gain access to school premises, even when chaperoned, we require you to provide this information.

Who will you share my information with?

We will only share visitor information where we are legally obliged to do so, or where we are allowed to do so under exemptions in the Data Protection Act - for example for the prevention or detection of crime or should an individual submit a request for access to information. Any such access will be approved by our Data Protection Lead or Data Protection Officer.

Purpose and legal basis for collecting and using this information

The purpose for collecting and using this information is for security and health and safety purposes. The legal basis we rely on for this is legitimate interest in that it is in the school's interest, and the interest of visitors, to ensure we know who is on site at any time. Legitimate interest is covered by article 6(1)(f) of the GDPR.

Your rights

As we are processing your personal data for the school's legitimate interest you have the right to object to our processing of your personal data. We may have legitimate reasons which mean we may refuse your request, but we would always explain this to you. If you are unhappy with how your data is used you can make a complaint and ask us to review this use See Your Data Protection Rights ([Link](#)) for more information.

How Long Will You Keep This Data For And Why?

CCTV recordings are kept for 28 days and then automatically deleted unless they have been identified as being needed for a specific purpose (see the CCTV privacy notice).

Information recorded in electronic sign in system is kept in line with our retention schedule and is retained for 6 years. After this date, the information is deleted.

None of the information we collect about you will be used for any automated decisions nor will it be transferred abroad for any purpose