

# Privacy Notice for Visitors

Under data protection law, individuals have a right to be informed about how the 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 we employ, or otherwise engage, to work at our school.

We, Blakedown CE Primary School, Birmingham Road, Blakedown, Kidderminster, DY10 3JN, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is the School DPO Service and is contactable via [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk) or alternatively:

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL

## **The personal data we hold**

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name
- Company/ Institution Details
- Contact details
- Vehicle Registration Details
- CCTV images
- DBS Details
- Photo ID

## **Why we use this data**

The purpose of collecting and processing this data is to help us run the school efficiently, including to:

- Fulfil our legal obligations in relation to Keeping Children Safe in Education
- Inform our operational procedures including H&S and fire regulations
- To comply with the law regarding data sharing

## **Our lawful basis for using this data.**

Our lawful basis in collecting and processing visitor information is defined under Article 6, and the following subparagraphs in the GDPR apply:

- (c) Processing is necessary to comply with the legal obligations of the controller.

- (e) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

## **Collecting this information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **How we store this data**

Personal data is stored in line with our Data Protection Policy.

Your data will be stored in the Confidential School Visitor Sign-in Book, then removed and held in a secure filing system for the academic year.

## **Data sharing**

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

- Our auditors, to ensure our compliance with our legal obligations
- Police forces, courts, tribunals

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Your rights**

### **How to access personal information we hold about you**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with

- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

### **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.

To make a complaint, please contact our Data Protection Officer.

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

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **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 Officer.



## **Privacy Notice**

### **Visitor Information**

The categories of information that we collect, hold and share include but are not limited to:

- Name
- Company/ Institution Details
- Contact details
- Vehicle Registration Details
- CCTV images
- DBS Details
- Photo ID

#### **Why we collect and use this information**

The purpose of collecting and processing this data is to help us run the school efficiently, including, but not limited to:

- Fulfil our legal obligations in relation to Keeping Children Safe in Education
- Inform our operational procedures including H&S and fire regulations
- To comply with the law regarding data sharing

If you require any information about the data we hold or our data protection procedures, please ask to speak to the Data Protection Lead.