



## **General Data Protection Regulations (GDPR) Privacy Notice for Visitors**

### **Introduction**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them.

This privacy notice is aimed at occasional and professional visitors to the school, who are required to sign in using the schools visitors system. The latter is used to store personal information about all visitors. The information contained in this system is kept secure and is only used for purposes directly relevant to work with the school.

The Governing Body and Senior Leadership Team acknowledge the absolute necessity for correct and lawful treatment of data and are committed to ensuring the security of your data.

### **What information do we collect?**

The personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to;

- your name, including first name and surname/family name
- contact details and contact preferences
- if you are a regular and/or a professional visitor, evidence that you hold an Enhanced Disclosure and Barring Service certificate and photographic identification
- employer details
- photographs
- CCTV images.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable);

- disability, health and access requirements.

### **Why we use and store this data**

The purpose of processing this data is to help us run the school, including to;

- identify you and account for you in the event of emergency procedures being implemented
- meet statutory obligations for safeguarding
- ensure that appropriate access arrangements can be provided.

### **Keeping your information private and secure: How we collect and store information about you**

Data is stored securely and our methods of storage are reviewed and audited. Our desktop computers, laptops and other portable IT devices are protected with passwords and encryption. Our server is kept secure, the hard disks do not leave the school. Our staff do not share passwords or leave equipment or paper records in vulnerable places.

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

### **How long is your data stored for?**

Personal data relating to visitors to Shakespeare Primary School and Nursery is stored in line with the school's GDPR and Data Protection Policies. In line with legislation, the school does not store personal data indefinitely. Data is only stored for as long as is necessary to complete the task for which it was originally collected.

## **Your rights to see your data**

Under law and under most circumstances, you have the right to request access to your personal information (usually this is known as a 'data subject request'). Under this right, you may request a copy of the information we hold on you and to check that processing is lawful.

You may request correction or completion of any of the data.

You may request that your personal information is erased or restricted if there is information for which, there is no good purpose for the school to continue to hold.

Please contact the school Business Manager in writing should you wish to review, correct or erase personal information, or you may contact the Data Protection Officer (DPO) directly (see below). The school has 15 days to meet your request.

Please note that the school has a primary duty of care to the children and may withhold access if it can be demonstrated that this is necessary in the vital interests of a child. You will be informed if this is the case in writing.

There is no fee required for your access to data or for any amendments.

You have the right to withdraw the consent that you have previously granted the school to process certain data. If this is the case, then please contact the school Business Manager in writing.

## **Contact**

If you would like to discuss any aspects of this privacy notice, please contact the School Business Manager via the school office.

The school has appointed a Data Protection Officer (DPO), Mr Ben Cain from Fusion HR. He can be contacted on 01924 827869 or via email, [ben@fusionbusiness.org.uk](mailto:ben@fusionbusiness.org.uk).