



SAINT JOHN'S

# Privacy Notice - visitors

Designated Member of Staff	Deputy Head Teacher
Committee with responsibility	Resources
Date of Issue	Autumn 2023
Frequency of Review	Annual

Issue	Issue Date	Summary of Changes
1	October 2023	Issuing of a new policy through SchoolPro
2	September 2024	Review of policy – no key changes

## **Introduction**

At Saint John's, we aim for everyone to flourish and therefore all policies are set up to support pupils and staff, as well as families, to feel safe in school.

## **Privacy Notice: How We Use Visitor Information**

This Privacy Notice for visitors explains how and why we store personal information about those who visit the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number is

## **The Categories of Visitor Information That We Process**

We process the following personal information from visitors –

- Name and contact number

## **Why We Collect and Use Visitor Information**

We use visitor data to:

- Ensure the safeguarding of young people and vulnerable adults
- Maintain high standards of health and safety

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

(6c) A Legal obligation: the processing is necessary for us to comply with the law.

(6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

## **Storing Visitor Information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see our Data Protection and Retention Policies by visiting our website.

## **Who We share Visitor Information With**

We do not share visitor information with third parties unless we are legally required to do so.

## **Requesting Access to Your Personal Data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the school office in the first instance.

Depending on the lawful basis used for processing data (as identified above), you may also have the right to:

- have your personal data rectified if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics; or
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance.

Alternatively, you can contact our Data Protection Officer which is SchoolPro TLC Ltd via [DPO@schoolpro.uk](mailto:DPO@schoolpro.uk). You can also 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 Head teacher or the DPO.