



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
3	April 2026	Review of policy – small changes made

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.

This abridged policy is written in conjunction with our Data Protection Policy.

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).

What visitor information we collect and process:

- Name and contact number
- Date and time of visit
- Purpose of the visit / who they are visiting
- Company name (if applicable)

This data is kept in paper format – please reference our retention schedule for clarification on how long this data is kept for.

Why we collect and use visitor information

- 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 bases we may rely on for processing personal information for general purposes are:

- (a) Consent: visitors have given consent to the processing of his or her personal data for one or more specific purposes;
- (b) Contractual Obligations: processing is necessary for the performance of the visitor's contract or in order to take steps at the request of the visitor prior to entering into a contract;
- (c) Legal Obligations: processing is necessary for school to be compliant with a legal obligation;
- (d) A Duty to Safeguard: processing is necessary in order to safeguard or protect the data subject or children;
- (e) Public Task: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the school;
- (ea) processing is necessary for the purposes of a recognised legitimate interest;
- (f) Legitimate Interests: processing is necessary for the purposes of the legitimate interests pursued by the school or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

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 contact the school office.

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 following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

Contact

Data Protection Officer (DPO): DPO@schoolpro.uk

You can also contact the Information Commissioner's Office: <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice or require any assistance, please contact:

School office: admin@st-johns-pri.gloucs.sch.uk or 01242 523786