



Privacy Notice

Visitors 2023

Privacy Notice – Visitors

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Document owner:

The Federation of Savile Town CE (C) Infant & Nursery School and Thornhill Lees CE (VC) Infant & Nursery School

Introduction

Under the UK General Data Protection Regulation (UK-GDPR), you have a right to be informed about how The Federation of Savile Town CE (C) Infant & Nursery School and Thornhill Lees CE (VC) Infant & Nursery School uses your data. This privacy notice outlines how we collect, store and use personal data when you visit our school. We are the data controller for this information which means we are responsible for deciding how your personal data is processed.

The personal data we hold

To comply with our legal obligations, we may collect some or all of the following types of data when you visit the school:

- Personal details: name and contact details including telephone number(s) and email address.
- Information related to your visit: company name, arrival and departure times and vehicle registration.
- Images: your photograph for identification purposes and images captured on the school CCTV system.
- DBS information.
- Information regarding any access arrangements you may need.

In addition, if you are a supplier or contractor working with the school, we may collect the following data:

- Names, characteristics and contact details of representatives and other individuals employed by you or working on your behalf to fulfil your contract with us.
- References, CVs, and details of an individual's employment history if collected as part of a bidding or tendering process.
- Safe workplace / contractor details including qualifications, experience, and certifications.
- Bank details, financial information, and insurance details if you are a sole trader.
- Any other personal data necessary to fulfil the terms of a contract we have with you.

Why we process this data?

Visitors – we use this data to:

- Identify you and keep you safe whilst on the school site.
- Keep pupils, staff and other members of the school community safe.
- Maintain accurate records of visits to the school.
- Provide appropriate access arrangements.

Suppliers and Contractors – we use this data to:

- Decide whether to engage with you.
- Fulfil the terms of any contract with you including payment.
- Keep accurate records of the suppliers the school uses.
- Identify you and your representatives, employees and agents whilst on school site.
- Keep pupils, staff and other members of the school community safe.
- Maintain accurate records of visits to the school.

Where we get your data?

All visitors to the school will be expected to complete our sign in process upon arrival. The school uses a visitor book / electronic system named Inventory to collect this data directly from you.

For suppliers and other third parties visiting the school, we will collect some data directly from you or your company prior to arrival to establish our working relationship and contract with you.

Do we share your data with any third parties?

We do not routinely share information about visitors or suppliers with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about visitors with:

- Our local authority – to meet our legal obligations to share certain information with it, such as where the visitor or supplier information is relevant to a safeguarding concern
- The Department for Education
- [\(Where applicable\)](#) Educators and examining bodies
- Our regulator e.g. Ofsted, Independent Schools Inspectorate
- [\(Where applicable\)](#) Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- Our auditors
- Health authorities – e.g. the NHS ambulance service
- Security organisations – e.g. our outsourced monitoring service for supplier that commence work prior to school being open
- Professional advisers and consultants – to seek advice where necessary to protect the school's interests
- Police forces, courts, tribunals
- The organisation or company you are representing

Transferring data internationally

Where we transfer personal data to a country or territory outside the United Kingdom [or the European Economic Area \(EEA\)](#), we will do so in accordance with data protection law.

Our lawful basis for using this data

Under the [UK](#) General Data Protection Regulation (UK-GDPR), the school rely on one or more of lawful bases below for processing your personal data:

- We have a **legal obligation** to record visitor data for various reasons including security checks and to comply with Health & Safety and Fire Regulations
- We have entered into a working relationship with you as a supplier / contractor and therefore need certain data to fulfil our **contractual obligations** with you.
- It is necessary to process your data in the interest of the **public** for safety and security purposes.
- We need the data to protect the **vital interests** of you or someone else within the school community. Should a situation arise where you need urgent medical care or become incapacitated whilst on site, we have an obligation to share details such as your name with emergency services.

How we store your personal data & how long we keep it?

Your data is securely stored on the school's [server or our Inventory system](#) electronically once you input it on the screen at the school office. Our server is located in [\[the school server room\]](#).

In line with the school retention policy, we retain visitor data for 6 years, [save for intermittent visitors where our Inventory system deletes your data after 7 days](#).

Your data protection rights

Under data protection law, you have rights in certain situations regarding your personal data:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, we would be grateful if you could inform us in the first instance so that we can help resolve your complaint:

Thornhill Lees CE (VC) Infant & Nursery School

A: Slaithwaite Road, Dewsbury, West Yorkshire, WF12 9DL

T: 01924 430 548 | E: office@thornhilllees.com

Savile Town CE (C) Infant & Nursery School

A: 62 Warren Street, Savile Town, Dewsbury, West Yorkshire, WF12 9LY

T: 01924 469 455 | E: office.saviletown@kirkleeseducation.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>