



PRIVACY NOTICE: **Visitor**

ADOPTED: June 2023

REVIEW PERIOD: Annually

REVIEWER: C. Bolton

Privacy Notice – (How we use information about visitors)

The Heys School is the data controller for information it uses and that is used by its Academies:

This privacy notice explains how we collect, store and use personal data about Visitors.

In this document the Trust or one of its' Schools are referred to as 'We' or 'Ours'. Visitors are referred to as 'You' or 'Your'.

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This privacy notice applies to all visitors including other staff members from within the Trust, agency staff, volunteers and job applicants (if applicable, please also refer to our Privacy Notices Staff/Governors/Volunteers and Parents/Carers).

This document tells you more about:

- The information we collect.
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What information do we collect and use about visitors?

We collect different categories of information depending on the type of visitor, for example:

- Personal and contact details (for example; name, date of birth, national insurance number for job applicants)
- Records of communications (for example; emails, phone messages and letters)
- Records of visits to Trust (for example; time and date, the person you visited)
- Photographs of you or images on electronic signing in systems and CCTV
- Consent for Trust visits and extra-curricular activities
- In some cases (for particular types of visitors, for example job applicants), we will also have:
 - Information about consultation with other professionals
 - Information about your employment and financial situation
 - Information about any care or contact orders relating to your child(ren)

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 and access requirements

Why we collect and use this information?

The Trust/School processes data relating to all visitors for the following reasons:

- To meet our safeguarding requirements towards our students
- To ensure that you can visit us safely

Please refer to the Health & Safety and Safeguarding policies of the site you are visiting and the government's Keeping Children Safe in Education.

The legal basis for using this information.

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

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 data

The Trust/School collects information in a variety of ways, for example, through a manual visitor's book or an electronic visitor management system.

In addition, the Trust/School also uses CCTV cameras around the school site for security purposes and for the protection of staff and pupils.

Storing your personal data

We are required to keep records of visitors for six years after the year they were collected. Recorded data via CCTV will not be retained for longer than 30 days except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.

Where data is retained for longer than 30 days, an electronic file held on a secure central server where specific CCTV images/recordings are retained will be kept. The Data Protection Act and GDPR do not prescribe any specific minimum or maximum retention periods that apply to all systems or footage. Therefore, retention will reflect the Trust/School's purposes for recording information, and how long it is needed to achieve this purpose.

All retained data will be stored securely following the practices set out in the data protection policy.

Sharing your personal data

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

Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information, you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

The right to be informed

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- 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, destroyed, or restrict processing.

The right of access to your personal data

You have the right to view the personal data that we hold about you. To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer. You will also need to supply us with standard information to verify your identity.

Other rights

For some data you may have the right to ask us to erase it, or to provide it in an electronic format that you can give to someone else.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

Who to contact

The Trust has the responsibility to ensure that your personal data is protected. It is called the data controller. All members of staff work for the data controller. We recommend that you contact the school's data protection administrator via the Trust/school's enquiries email address (published on respective website):

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the Trust/School about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO: GDPR Sentry Limited

Email address: support@gdprsentry.com

Contact number: 0113 804 2035

Contact address: Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG

If you have any questions about this privacy notice please contact the data protection administrator or the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113