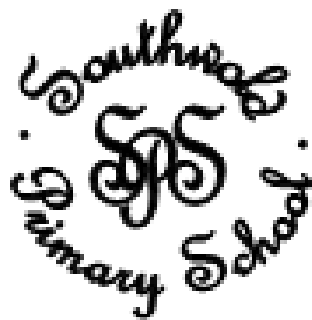


Southwold Primary School & Early Years' Centre



PRIVACY NOTICE for VISITORS

YOUR DATA MATTERS



How we use visitor information

The categories of visitor information that we collect, hold and share include but are not limited to:

- Name
- Contact details
- Date of birth, marital status and gender
- Disclosure and Barring Information
- Visit details – arrival and departure times, company name and vehicle registration
- Photographs
- CCTV footage

Some of this information may be held and stored on our Single Central Record (SCR) if your visit is in the capacity of working with children, staff or conducting work on the premises.

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):

- Disabilities
- Health, including any medical conditions
- Access arrangement requirements

Why we collect and use this information

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

- Identify individuals on the school site
- Keeping pupils staff and other visitors safe
- Meet our Safeguarding obligations
- Maintain an accurate record of visitors and update our SCR
- Meet access requirements

The lawful basis on which we use 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:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect an individual's vital interests

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

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 information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Storing this data

We will keep your personal data whilst you are visiting our school site and may store it beyond this, if we are required, to comply with our legal obligations. All information

is stored securely and in line with our Records Management and Retention Policy. It will be securely disposed of when it is no longer required.

Who we share staff information with

We do not share information about visitors with any third party without your 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
- our regulator, Ofsted
- other staff members (to carry out tasks, such as email addresses)
- suppliers and service providers (to enable them to provide the service we have contracted them for)
- GDPR compliance auditors
- Police forces, courts, tribunals
- Workplace Parking department
- The Governing body
- The company you are representing

Requesting access to your personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer, Mrs Williams in the school office.

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

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

- Prevent your data being used to send direct marketing
- 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 or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer, Mrs Williams in the school office.

This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.

Reviewed November 2024

Next review November 2025

Reviewer: Mrs A Williams - DPO