



Durham Johnston Comprehensive School

GDPR PRIVACY NOTICE

How we use your information Privacy Notice for Visitors

Introduction

This notice is to help you to understand how and why we collect personal information and what we do with that information. It also explains the decisions that you can make about your own information. We are giving you this notice because you are now able to exercise your data protection rights.

If you have any questions about this privacy notice then please contact the GDPR Team: gdpsteam@durhamjohnston.org.uk.

Personal information – what is it?

Personal information is information that relates to a living individual who can be identified from that data. Identification can be made by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the UK General Data Protection Regulation (UK GDPR).

Who processes the information?

Durham Johnston is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to visitors is to be processed.

How and why do we collect and use personal information?

We have legitimate interests in recording your personal details so that we can exercise our duty of care towards you during your visit and in the event of any future liability for loss or harm incurred whilst on our site

Who do we share information with?

We do not share information about visitors with anyone without their consent however information will be shared with Durham County Council or a third party legal advisor in the event of any future liability for loss or harm incurred whilst on our site.

How do we keep information secure?

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and the use of your personal information.

How long is personal information stored?

Personal data relating to visitors is stored in line with the school's retention guidelines, in accordance with the GDPR Data Protection Policy and will be securely retained for a maximum of six years.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. To do this you can contact the GDPR Team: gdpsteam@durhamjohnston.org.uk.

- If you have any questions or queries about the Privacy Notice then please contact the GDPR Team: gdpsteam@durhamjohnston.org.uk.
- If you have a concern about the way Durham Johnston School is collecting or using your personal data, you can raise a concern with our Data Protection Officer. To do this you can contact the GDPR Team: gdpsteam@durhamjohnston.org.uk
- If your complaint is not resolved to your satisfaction and you wish to make a formal complaint you can contact the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.