



Education Learning Trust Multi Academy Trust

Privacy Notice

Visitors

2024/2025

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Revision History

Date	Document Version	Document Revision History	Document Author / Reviser	Document Approver
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1. Policy Statement

The Education Learning Trust is a data controller for the purpose of the UK General Data Protection Regulation (GDPR). We do not receive any visitor data from third parties, all information is received from the individuals upon their arrival at the school. If you are visiting the school, you will be required to sign in at reception and show some ID to reception staff if you are not known to them.

2. Collection and Use of Data

We collect and use your data to:

- safeguard all children and staff both during and outside of school hours when they are on our site ensure that all children and staff learn and work in an environment where they are safe and free from harm
- issue visitor passes and keep a record of visitors in the building
- ensure that appropriate access arrangements can be provided for volunteers who require them

3. The Information we Process

The Information we collect, hold, share and process includes:

- name and contact details
- information relating to your visit such as your company's name, vehicle registration and times when you were in the school
- photographs (for identification purposes)

- CCTV images captured in school
- information relating to safeguarding e.g. DBS checks

We may also collect special category data from you where relevant your health and safety:

- disability, health and access requirements

4. The Lawful Basis

When we collect, process or share your information, we ensure it is lawful for at least one of the following reasons:

- Article 6(1) (c) - legal obligation. We are required to process visitor data so that we meet the legal requirements imposed upon us.
- Article 6(e) - public interest. Processing your data is necessary to perform tasks that schools are required to perform as part of their statutory function.

Sometimes, we may also use your personal information where:

- Article 6(1)(a) – consent. You have given us consent to use your data in a particular way.
- Article 6 (d) - vital interest. It is in your or another's vital interests for your personal information to be passed to these people or services, to the extent that it is necessary to save someone's life.

We do not process any special categories of personal data, except where necessary under the following provisions:

- Explicit consent is given by the data subject (Article 9(2)(a))
- Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy. (Article 9(2) (g)).
- Where the processing is necessary in order to ensure your health and safety on the school premises, including making reasonable adjustments for any disabilities you may have. (Article 9(2)(h)).

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to your withdrawal. Please contact dpo@educationlearningtrust.com should you wish to withdraw your consent for any of the above activities.

5. Storing Information

How we store your information:

We hold visitor data securely and in line with our Records Management Policy. We maintain a visitor management system to store personal information about all visitors. The information contained in this system is kept secure and is only used for purposes specified by this privacy notice.

When this information is no longer required, it will be confidentially destroyed or deleted.

6. Sharing Information

We do not routinely share this information with any external organisations or third parties. There may be circumstances in which we may lawfully share your data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes.

Where we share data, however, we shall do so in accordance with applicable data protection laws. We will not give information about you to anyone outside this establishment without your consent unless the law permits it.

7. Requesting Access to your Personal Data

Under data protection legislation, everyone has the right to request access to information about them that we hold. To make a request for your personal information, please contact dpo@educationlearningtrust.com or alternatively you can view our Subject Access Policy.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

If you feel it necessary to do any of the above, you can speak with our Data Protection Officer on **0161 757 9333** or email at **DPO@educationlearningtrust.com**. The school does not have to meet all of your requests and we will let you know where we are unable to do so. Alternatively, contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

8. Contact us

If you would like to discuss anything in this privacy notice, please contact: dpo@educationlearningtrust.com

9. Complaints

If you're not satisfied with the way we have handled your personal information, you have the right to make a complaint to the Information Commissioner.

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

Website: <https://ico.org.uk/global/contact-us/>