



Privacy Policy for Visitors

Document Owner	Data Protection Officer
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Version number	3



1. **Application of the Notice**

This notice is produced for visitors to Grace Schools offices and academies setting out how the Grace Schools use the personal data.

Associated Policies and Documents

This Policy/Procedure should be read in conjunction with the following Grace Schools Policies/Procedures:

- Data Protection Policy

2. **Introduction**

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

We, Grace Schools, Grace Building, 8 High Street, Ely, CB7 4JU, are the 'data controller' for the purposes of data protection law.

3. **The personal data we hold**

We process data relating to visitors to Grace Schools offices and academies. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Information relating to your visit, e.g. your company or organisation name, arrival and departure time, car number plate
- Photographs for the duration of your visits
- CCTV images (where CCTV is installed across trust sites)
- Information about any access arrangements you may need (which falls into "special categories")

4. **Why we collect and use pupil information**

We use this data to:

- Identify you and keep you safe while on the school site
- Keep pupils and staff safe
- Maintain accurate records of visits to the school



- Provide appropriate access arrangements

5. **Our lawful basis for using this data**

We only collect and use your personal data when the law allows us to.

Most commonly, we process it where we need to comply with our legal obligation to keep our pupils and staff safe while on the school premises. Less commonly, we may also process your personal data in situations where:

- We need it to perform an official task in the public interest
- We have obtained consent to use it in a certain way
- We need to protect someone's vital interests (save your life, or someone else's)

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how to withdraw it. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

6. **Collecting this information**

Some of the information we collect from you is mandatory, and in some cases, you can choose whether or not to provide the information 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. We will only collect the data that we need in order to fulfil our purposes, which are set out above.

7. **How we store this data**

We hold data securely for the set amount of time shown in our data retention schedule. Personal data is stored in accordance with our Records Management Policy which you can access via our website:

www.graceschools.org.uk



8. Data sharing

We do not share information about visitors 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:

- The organisation/company you are representing
- Our local authority – to meet our legal obligations to share certain information with it, such as where the visitor information is relevant to a safeguarding concern
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

9. Requesting access to your or your children's personal data (and other rights)

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust or its schools holds about them. If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please email dpo@graceschools.org.uk



The right to lodge a complaint

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 using one of the following methods:

Report a concern online at <https://ico.org.uk/concerns/>

- Call 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF9

10. Contact

If you would like to discuss anything in this privacy notice, please email the Data Protection Officer or write to the Data Protection Officer at:

The Data Protection Officer
Grace Schools
Grace Building
8 High Street
Ely
CB7 4JU

11. Version control

No.	Status of document/changes	Prepared by	Reviewed by	Approved by	Date of approval
1.	Baseline policy introduced	Data Protection Officer		Standards & Ethos Committee	September 2018
2.	Minor updates and put in new format	Data Protection Officer		CEO	July 2025
3.	Rebranding from DEMAT to Grace Schools	Data Protection Officer		CEO	August 2026

This document will be reviewed every two years.