

## Privacy Notice for Visitors



# Privacy Notice (How we use visitors' information)

This notice applies to visitors of academies within the Learning For Life Trust family. Both of our schools, Fairfield Primary School and Broughton Primary School, are registered as data controllers under the UK General Data Protection Regulation (UK GDPR) for the use of personal data explained in this Privacy Notice.

Please note, parent/carers coming to drop off or pick up their child are not classed as visitors. Parents/carers coming to visit the office are not classed as visitors.

### The categories of visitor information we process include:

- Personal information like your name, employer (if relevant to why you are here), and some location or other data e.g. the date & time you were here and your car registration if you are using our car park).
- Special categories of data like a disability we need to accommodate
- Image when signing in
- CCTV images

**Commented [JC1]:** If electronic systems where pictures are taken are used

### Why we collect and use this information

We use this data to comply with the law, for safety and security reasons, but also to understand who visits us, why, and to improve the visitor experience by ensuring we are providing appropriate arrangements.

The personal data we collect is essential to fulfil our official functions and meet legal requirements. Under UK GDPR, the lawful bases we rely on for processing personal governance information are:

- 6(1)(c) to comply with the law e.g. safeguarding regulations
- 6(1)(e) to perform a task carried out in the public interest
- 6(1)(f) if processing is necessary for legitimate interests.

When we process sensitive personal information like medical data we rely on the lawful bases:

- 9(2)(h) to prevent medical problems, assess needs, and to support health & social care services
- 9(2)(i) to improve public health e.g. we are required to report infections, like meningitis, Covid-19 or e-Coli, to local and national government departments;
- 9(2)(f) to make or defend legal claims e.g. all accident records etc.

### Storing visitor data

We hold visitor data securely in line with the Information and Records Management Society (IRMS) [Records Management Toolkit for Schools](#). For more information about how long we keep some information for and why (data retention), and how we keep the data safe, please see our retention schedule.

**Commented [JC2]:** Direct as to where it can be found

### Who we share visitor information with and why

We do not share information about visitors with anyone without consent unless the law and our policies allow us to do so. Where it is legally required or necessary, we may share personal information about you with:

- Local authority or safeguarding organisations such as LADO – if there are safeguarding concerns
- Police forces and course – to assist with legal duties
- The Department for Education

### **Requesting access to your personal data**

Under UK GDPR, data subjects have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact Mr C Steele.

Depending on which lawful basis above was used to process the data, you may also have the right to:

- restrict the processing of personal data, e.g. consenting to it being stored but restricting it from being processed further
- 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 and processing for the purpose of scientific or historical research and statistics
- object to decisions being taken by automated means,
- in some circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the local academy Headteacher or C.Steele for Trust.

### **Last updated**

This privacy notice was compiled using [DfE advice and model documents](#). We may need to review it periodically, so we recommend that you revisit this information from time to time. This version was last reviewed in March 2024.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: Mr C Steele.

**Commented [JC3]:** Double check this is still accurate for the Trust or add in a second contact for Broughton.