



Longmoor

Community Primary School

Together we grow, explore, discover.

Privacy Notice: Visitors

	Non-Statutory	GDPR	
	February 2025		Mark Garside (HT)
	ACTIVE		

	Policy creation: MGA		February 2025

**DETERMINATION
RESPECT INTEGRITY
VALOUR EXCELLENCE**

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1. Introduction

This privacy notice explains how **Longmoor Community Primary School** collects, stores, and processes personal data in compliance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

This notice applies to all **current and former visitors, including contractors**.

2. Categories of Visitor Information We Collect, Hold, and Share

We collect, store, and process the following categories of personal data:

- **Personal information:** Name, title, contact details (phone number, email, address)
- **Visit details:** Company/organisation name, purpose of visit, arrival/departure times, vehicle registration
- **Identification:** Photographs for visitor badges (for security purposes)
- **CCTV footage:** Images captured on school premises for safety and security
- **Access requirements:** Any necessary accommodations or medical information for site access
- **Criminal records (if applicable):** Disclosure and Barring Service (DBS) checks for those working with children

Special Category Data:

- **Race, ethnicity, religious beliefs** (only where required for safeguarding or legal obligations)
- **Health information, including medical conditions** (where necessary for site access and emergency procedures)
- **Criminal convictions** (only where legally required for safeguarding purposes)

3. Legal Basis for Processing

We process visitor data under the following legal bases:

- **Article 6(1)(c) UK GDPR** – Processing is necessary to comply with a legal obligation
- **Article 6(1)(e) UK GDPR** – Processing is necessary for tasks carried out in the public interest
- **Article 9(2)(b) UK GDPR** – Processing special category data for employment, social security, and safeguarding laws

4. How We Use Visitor Information

We use visitor data to:

- Ensure **site security and safeguarding** of pupils, staff, and visitors
- Maintain **visitor logs for health, safety, and emergency planning**
- Manage **DBS and safeguarding checks** where required
- **Monitor CCTV** for security and crime prevention
- Comply with **statutory regulations** (e.g., health and safety laws)

5. Data Sharing

We may share visitor data with third parties, including:

- **Department for Education (DfE)**
- **Local Authority (Liverpool City Council)**
- **OFSTED and other regulatory bodies**
- **Law enforcement agencies** (if required by law)

- **Disclosure and Barring Service (DBS)** (for safeguarding checks)

All third parties are required to comply with data protection regulations and ensure appropriate security measures are in place.

6. Retention of Visitor Data

Visitor data will be retained only for as long as necessary for **legal, security, and safeguarding** purposes. Full details are outlined in our **Data Retention Policy**, available upon request.

7. Data Security & Breach Management

We implement strict security measures to protect personal data from **unauthorised access, loss, or misuse**. Our **Data Breach Policy** outlines the procedures in case of a security incident.

8. Your Data Rights

Under data protection laws, you have the right to:

- **Access your data** (Subject Access Request)
- **Request correction** of inaccurate data
- **Request erasure** of certain data (where applicable)
- **Restrict processing** under specific conditions
- **Object to processing** in certain cases

For requests, please contact the **School Business Manager, Ms. D Coburn**.

9. Contact & Complaints

School Business Manager:

Ms. D Coburn

Email:

admin@longmoorcps.co.uk

Phone:

0151 521 5511

If unsatisfied, you may contact the **Information Commissioner's Office (ICO)**:

- **Website:** <https://ico.org.uk>
- **Phone:** 0303 123 1113