



Saint Jérôme
Church of England
Bilingual School

Privacy Notice for
Visitors

Notice created:	September 2022
Notice reviewed and updated:	September 2026
Date of next review:	September 2027
Linked policies:	Data Protection Policy, Health, Safety and Security Policy, Child Protection and Safeguarding Policy.

Version history

Date	Version	Summary of changes
September 2022	V1	Original notice.
September 2026	V2	Corrected the school's name, previously misspelt 'Saint Jèrôme' with the wrong accent. Corrected a typo: the DPO's name was written inconsistently; standardised to Claire Mehegan throughout. Fixed a dropped word: 'we reserve the to verify' should read 'we reserve the right to verify'. Updated the Data Protection Rights section to reflect the Data (Use and Access) Act 2025, which introduced the 'reasonable and proportionate search' standard for subject access requests. Updated the Complaints section to note that the Information Commissioner's Office (ICO) becomes the Information Commission from 30 September 2026, while keeping the same contact details, since its functions transfer across unchanged. Tidied the numbering, which had become inconsistent in the original. Put into house format. Corrected the named School Data Protection Lead contact throughout: Natasha McCarthy has left the school, and the current Office Manager is Anne Quigg.

Under data protection law, you have a right to be informed about how the school uses any personal data we hold about you. We comply with this by providing this privacy notice, sometimes called a 'fair processing notice'.

This notice explains how we collect, store and use personal data about visitors to our school.

Saint Jérôme Church of England Bilingual School is the 'data controller' for the purposes of data protection law. We have appointed Grow Education Partners Ltd, LDBS's GROW service, as our Data Protection Officer (DPO); the responsible contact is Claire Mehegan (see Contact Us below).

The Personal Data We Hold

We process data relating to those visiting our school. This may include, but is not limited to:

- Name
- Company or institution details
- Vehicle registration details
- CCTV images
- Disclosure and Barring Service details, where relevant
- Photo ID.

Why We Collect and Use This Information

The purpose of collecting and processing this data is to help us run the school efficiently, including but not limited to:

- Fulfilling our legal obligations under Keeping Children Safe in Education
- Informing our operational procedures
- Complying with the law regarding data sharing.

Our Lawful Basis for Using This Data

We rely on: necessity to comply with the school's legal obligations; and necessity for tasks in the public interest or the exercise of official authority vested in the school (the provision of education).

Storing Your Data

Your data is stored on the cloud via the Sign In App for seven years, after which it is deleted.

Who We Share Information With

To function legally, effectively and efficiently, we share data with appropriate third parties, including but not limited to: Ofsted, during a school inspection; security organisations; our auditors; public bodies, such as NHS England; professional advisers and consultants; and police forces, courts, tribunals and security services.

Data Protection Rights

You have a right to make a 'subject access request' to gain access to personal information the school holds about you. If you make a request, and we 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, and let you know whether any automated decision-making is being applied to it. We will not provide information where it would compromise the privacy of others, and will give you a copy of the information in an intelligible form.

Under the Data (Use and Access) Act 2025, which amended the UK GDPR, you are entitled to the personal data we are able to provide based on a reasonable and proportionate search; we are not required to conduct an exhaustive search of every system if doing so would be disproportionate to the request. If we need more information from you to carry out a reasonable search, the one-month response clock pauses until we receive it.

In most cases, we will respond to subject access requests within one month, as required under data protection legislation. We are able to extend this period by up to two months for complex requests or exceptional circumstances.

Your other rights regarding your data include the ability to:

- Withdraw your consent to processing at any time, where the school relies on consent as its lawful basis
- Ask us to rectify, erase or restrict processing of your personal data, or object to it in certain circumstances
- Prevent the use of your personal data for direct marketing
- Challenge processing justified on the basis of public interest, official authority or legitimate interests
- Request a copy of agreements under which your personal data is transferred outside the United Kingdom
- Object to decisions based solely on automated decision-making or profiling
- Request that we cease processing likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Submit a complaint to us, and if you remain dissatisfied, to the regulator
- Ask for your personal data to be transferred to a third party in a structured, commonly used, machine-readable format, in certain circumstances.

If you would like to exercise any of these rights, please contact Anne Quigg, Office Manager: Email: office@stjeromebilingual.org. Phone: 020 3019 6363. Post: Saint Jérôme Church of England Bilingual School, 120–138 Station Road, Harrow HA1 2DJ.

We will comply with data protection legislation in dealing with all requests submitted in any format, though individuals are asked to preferably submit requests in writing to assist with comprehension. We reserve the right to verify the requester's identity by asking for photo ID; if this proves insufficient, further identification may be required.

Data Protection Breaches

If you suspect that your or someone else's data has been subject to unauthorised or unlawful processing, accidental loss, destruction or damage, please contact Anne Quigg, Office Manager without undue delay.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think our collection or use of personal information is unfair, misleading or inappropriate, or you have any other concern, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer, Claire Mehegan, LDBS's GROW Data Protection Officer, at claire.mehegan@london.anglican.org, or 0207 932 1100, LDBS, 36 Causton Street, London SW1P 4AU.

Alternatively, if you remain dissatisfied, you can refer a complaint to the regulator, currently known as the Information Commissioner's Office (ICO), becoming the Information Commission from 30 September 2026:

- Report a concern online at ico.org.uk/concerns
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact Us

If you have any questions, concerns or would like more information about anything in this privacy notice, please contact either our School Data Protection Lead, Anne Quigg, Office Manager, or our Data Protection Officer, Claire Mehegan, LDBS's GROW Data Protection Officer, at claire.mehegan@london.anglican.org, or 0207 932 1100.