

# Privacy Notice (How we use visitors and contractors information)

## The categories of school information that we process include:

- personal information (such as name, address)
- characteristics information (DBS number, proof of identification)
- Company information (address, contact names, contact telephone numbers)
- Insurance information (liability / indemnity insurance)

## Why we collect and use visitor / contractor information

We use visitor / contractor data to:

- a) monitor the performance of work undertaken by contractors and visitors
- b) ensure that pupils are safeguarded
- c) Be able to communicate effectively with contractors and visitors in relationship to fulfilling our role as a public authority

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

Article 6 lawful processing reasons

- b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- d) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

## Collecting visitor / contractor information

We collect personal information via signing in systems, management information systems log books and the single central record.

Data is essential for the school's operational use. The personal information you provide to us is mandatory.

## Storing visitor / contractor information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [our website](#).

## Who we share visitor / contractor information with

We do not routinely share this information with anyone outside of the organisation.

We be required as part of an Ofsted inspection to share information held in our single central record, detailing information relating to the safeguarding of children.

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Email: [dataprotection@themast.co.uk](mailto:dataprotection@themast.co.uk)

Address: Data Protection Officer,  
Scissett Middle School,  
Wakefield Road,  
Scissett,  
HD9 9JX