

Bidford on Avon Church of England Primary School



Privacy Notice for Visitors – How we use your information

2022/23

Who are we?

Bidford on Avon Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Bidford on Avon Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z8764697.

You can contact the school as the Data Controller in writing at Bramley Way, Bidford on Avon, B50 4QG or admin3011@welearn365.com.

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about visitors to our school.

This privacy notice is aimed at occasional and professional visitors to the school, who are required to sign in using the schools visitors system.

Parents/Carers visiting the school to drop off their child in the morning or collect their child at the end of the day, are not classed as visitors.

Parents/Carers visiting the school or who come to the school office to collect their child during the school day, or to make enquiries are not classed as visitors.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about visitors?

The personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences
- If a regular professional visitor evidence that the individual holds an Enhanced Disclosure and Barring Service certificate
- Employer details

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Disability, health and access requirements

For what purposes do we use visitor's personal information?

- The purpose of processing this data is to help us run the school, including to:
- Identify you and safely evacuate the school in the event of an emergency
- Meet statutory obligations for Safeguarding
- Ensure that appropriate access arrangements can be provided for visitors who require them

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

- **To comply with the law** We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to process personal information for such purposes even if you have not consented to us doing so.
- **To perform a Public Task**

Less commonly, we may also use personal information about you where:

- You have given us **consent** to use it in a certain way
- We need to **protect your vital interests** (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Who might we share your information with?

We do not share information about our pupils or parents 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 you with:

- Our local authority – if we have any concerns over safeguarding
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Police forces, courts – to assist them discharging their legal duties

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. Bidford on Avon Primary School monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so

How we store this data

Personal data is stored in line with our Records Management Policy. This is based on the Information and Records Management Society's toolkit for schools.

We maintain a visitor management system to store personal information about all visitors. The information contained in this file is kept secure and is only used for purposes directly relevant to work with the school.

How long do we keep your information for?

In retaining personal information, Bidford on Avon Primary School complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which Bidford on Avon Primary School are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, applicants have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer

Warwickshire Legal Services

Warwickshire County Council

Shire Hall

Market Square

Warwick

CV34 4RL

****Please ensure you specify which School your request relates to.**

You also have the right to:

- 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
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection Regulation

If you have a concern 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/>

Review

The content of this Privacy Notice will be reviewed annually or earlier if updates are required.

January 2023