

Shirley Manor Primary Academy

Privacy Notice for Visitors



Under UK data protection requirements, individuals have a right to be informed about how the school uses any personal data. The school complies with this requirement by providing 'privacy notices' (sometimes called 'fair processing notices') to inform individuals about how their personal data will be processed.

This privacy notice explains how the school collects, stores and uses personal data about our visitors.

Who processes your information?

Shirley Manor Primary Academy is the data controller of the personal information provided to us. This means the school determines the purposes for which, and the manner in which, any personal data is to be processed.

In some cases, personal data processing will be outsourced to a third-party; however, this will only be done with your consent, unless the law or our policies allow the school to share the personal data. Where the school outsources data to a third-party processor, the same data protection standards that the school upholds are imposed on the processor.

Data Tools For Schools is the Data Protection Officer (DPO). While the school remains responsible for data protection, the role of the DPO is to oversee and monitor the school's data protection procedures, and to support the school in its compliance with the UK data protection requirements. The DPO can be contacted via the school office on 01274 679320 or office@shirleymanor.co.uk.

What personal data is collected?

Personal data that we may collect, use, store and share (when appropriate) about our visitors includes, but is not restricted to:

- Name and contact details
- Information relating to your visit, e.g. your company or organisation name, arrival and departure time, car number plate
- Photographs for identification purposes for the duration of your visit
- CCTV images captured in school
- Information about any access arrangements you may need

Why does the school collect personal data on its visitors?

The purpose of collecting and processing this data is to:

- Identify you and keep you safe while on the school site
- Keep pupils and staff safe
- Maintain accurate records of visits to the school
- Provide appropriate access arrangements

The lawful basis on which the school will use personal data

We only collect and use your personal data when the law allows us to. Most commonly, we process it where we need to comply with our legal obligation to keep our pupils, staff and visitors safe while on the school premises.

Less commonly, we may also process your personal data in situations where:

- We need it to perform an official task in the public interest
- We have obtained consent to use it in a certain way
- We need to protect someone's vital interests (save your life, or someone else's)

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how to withdraw it.

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

Storing personal data

We will keep your personal data while you are visiting our school. We may also keep it beyond this, if necessary, to comply with our legal obligations. Our data protection policy sets out how long we keep information about visitors.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of your personal data securely when we no longer need it.

Data sharing

We do not share information about you with any third party without your consent 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) the school may share personal data with organisations such as the Local Authority, the Department for Education or health organisations and professionals.

Requesting access to personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information held.

If you make a subject access request, and if the school does hold information about you, the school will:

- give you a description of it
- tell you why the school is holding and processing it, and how long it will be kept for
- explain where the school got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a subject access request, please contact the DPO via the school office. You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays. This will be the case where the request is complex – for example, where we need multiple staff to collect the data.

Other rights regarding personal data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- object to the use of your personal data if it would cause, or is causing, damage or distress
- object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the DPO via the school office.

Complaints

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

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

Where can you find out more information?

If you would like to find out more information about how we use and store your personal data, please visit our website <http://www.shirleymanor.co.uk/> to view our Data Protection Policy.