



CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL

Privacy Notice for Visitors

May 2023

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals visiting the 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.

We, Corpus Christi Catholic Primary School, are the 'data controller' for the purposes of data protection law.

The personal data we hold

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

- Name and car registration number
- If a regular professional visitor evidence that the individual holds an Enhanced Disclosure and Barring Service certificate
- Employer details
- Photographs
- CCTV images captured in school
- Device name, IP/mac address, browsing history

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

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Identify and protect the safety of visitor to our school
- Meet statutory obligations for Safeguarding
- Ensure that appropriate access arrangements can be provided for visitors who require them
- Protect pupil welfare
- Protect the school buildings and site
- To protect our network

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest
- Where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation

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.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data is stored in line with our Records Management Policy.

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.

When this information is no longer required, we will delete your information in accordance with our Records Management Policy. A copy of this is available from the school office.

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) 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, such as visitor management systems*
- Police forces, courts – *to assist them discharging their legal duties*

How to access personal information we hold about you

Under Data Protection Act 2018 and UK GDPR you have rights which you can exercise which may allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)
- Ask us to correct any mistakes in the information we hold about you
- Know if your information has or will be shared with a third party

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
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If you want to request access to the personal information we hold about you, please contact our data protection officer (DPO) via the school office or by email to office@corpuschristi.rbksch.org

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns>.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting our data protection officer (DPO) via the school office or by email to office@corpuschristi.rbksch.org

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.

This privacy notice was last updated in May 2023

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact data protection officer (DPO) via the school office or by email to office@corpuschristi.rbksch.org

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, <https://www.corpuschristikingston.co.uk/>, the Gov.UK website (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>), or download our **Data Protection Policy** from <https://www.corpuschristikingston.co.uk/policies/> and **Records Management Policy** from the school office.