



Privacy Notice for Visitors to the School site – How we use your data

Visitor Privacy Notice - Key Information

This notice is for anyone visiting the School site, including parents watching sporting events, sports teams from other schools, contractors, or visiting speakers.

This notice contains the key information about **how** and **why** we collect your personal data and **what** we do with that data. Personal data is data that identifies you and relates to you. For example, data about the company you work for, your car registration number and photographs of you.

The School's primary reason for using your personal data is to protect pupil welfare, the school buildings and property and to protect the safety of you, the visitor.

We set out below examples of the different ways in which we use your personal data and where that personal data comes from.

- Your name and your vehicle registration number.
- Your photograph for your visitor security badge.
- In some cases, we might need to follow government guidance and ask you some questions regarding your health and details about any countries you may have recently visited.
- CCTV images captured in School – please refer to our CCTV policy.
- In some cases, it is required for examination evidence that either the School or parents/guardians film sporting fixtures. This material will only be used for either examination evidence or for analysis as part of school team performance. If required, the footage will be securely sent to an external examination board. This footage will be stored securely on school systems. Please see our Taking, Storing and Using Images of Pupils Policy which is available on our website.
- Visiting Schools may be involved in a school event, i.e. a drama production where we may take photographs or videos of you at School events to use on the School's website, social media sites, in press releases, at School open events or in other promotional material. This is to show prospective parents and pupils what we do here and to advertise the School. Please refer to our policy on Taking, Storing and Using Images of Pupils Policy.
- If you use our School Wi-Fi during your visit our IT system will log internet access by Mac addresses of all connected devices and will be subject to our filtering and monitoring system.

- In some situations, we may need to share your data with third parties. For example:
 - In accordance with our legal obligations, we will share data with local authorities, the Independent Schools Inspectorate and the Department for Education, for example, where we have any safeguarding concerns.
 - On occasion, we may need to share data with the police, our legal advisors and our insurers.

For how long do we keep your data?

We keep your data for as long as we need to in order for you to visit the school.

In exceptional circumstances we may keep your data for a longer time than usual but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

Please see our Information and Records Retention Policy and Visitor Code of Practice for more detailed information which can be found on our website.

What decisions can you make about your data?

The Data Protection Act 2018 gives you a number of rights regarding your data. Your rights are as follows:

- **The right to be informed:** this privacy policy gives you clear data about how your data is used and what your rights are.
- **The right to rectification:** if data the School holds about you is incorrect you can ask us to correct it.
- **The right to access:** you can also ask what data we hold about you and be provided with a copy. This is commonly known as making a subject access request. We will also give you extra data, such as why we use this data about you, where it came from and what types of people we have sent it to.
- **The right to erasure:** you can ask us to delete the data that we hold about you in certain circumstances. For example, where we no longer need the data.
- **The right to data portability:** you can request the transfer of your data to you or to a third party in a format that can be read by computer. This applies where (a) the data has been provided by you; (b) the basis that we are relying on to process your data is consent or contract (please see "Our legal bases for using your data" above); and (c) the data is being processed by us on computer.
- **The right to restrict processing:** our use of data about you may be restricted in some cases. For example, if you tell us that the data is inaccurate we can only use it for limited purposes while we check its accuracy.
- **The right to object:** you may object to us using your data where:

- the legal basis on which we are relying is either legitimate interests or performance of a task carried out in the public interest. Please see the section "Our legal bases for using your data" above; and
- we are using it for historical or scientific research purposes or archiving purposes. For example, we may keep photographs of you at a School event for historical reasons.
- **Rights in relation to automated decision making and profiling:** this is when machines/software make decisions based on rules about someone. This is not a process that the School undertakes but it is important to know it is still your right.

The Compliance Officer can give you more information about your data protection rights.

Further information and guidance

The Compliance Officer is the person responsible at our school for managing how we look after personal data and deciding how it is shared.

Like other organisations we need to keep your data safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the data we get fairly.

This privacy notice does not, and is not intended to, give you any rights which you did not already have. For example, it does not give you any additional contractual rights.

Please speak to the Compliance Officer if:

- you would like us to update the data we hold about you.
- you would prefer that certain data is kept confidential.

If you consider that we have not acted properly when using your personal data, you can contact the Information Commissioner's Office - ico.org.uk

Laura Beynon/Paul Dwyer/Lisa Brown/ Lucy Malt/Richard Bacon Summer term 2023

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