

Appendix 9 : Privacy Notice (Visitors)

Privacy notice for visitors to the school

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

This privacy notice explains how the School collect, store and use personal data about suppliers of goods and services that the school contracts with, including their individual representatives, employees and agents ("you", "your"), in line with the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

The School, Audenshaw School, Hazel Street, Manchester M34 5NB are the 'data controller' for the purposes of data protection law.

The data protection officer is Mrs S Monks (see 'Contact us' below).

The personal data the School hold

Personal data that the School may collect, use, store and share (when appropriate) includes, but is not restricted to:

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

Why the School use this data

The School use this data to:

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

The lawful basis for using this data

The School only collect and use personal data when the law allows us to. Most commonly, the School process it where the School need to comply with the legal obligation to keep the students and staff safe while on the school premises.

Less commonly, the School may also process personal data in situations where:

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

Where the School have obtained consent, this consent can be withdrawn at any time.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

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

Collecting this information

While the majority of the information the School collect is mandatory, there is some information that can be chosen whether or not to be provided.

Whenever the School seek to collect information, it will make it clear whether this must be provided (and if so, what the possible consequences are of not complying), or if there is a choice.

How the School store this data

The School will keep personal data while the visit is taking place at the School.

The School may also keep it beyond this, if necessary, to comply with the legal obligations.

The record retention schedule sets out how long the School keep information about visitors and is taken from guidance held within the [Information and Records Management Society's toolkit for schools](#).

The School have put in place appropriate security measures to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

The School will dispose personal data securely when this is no longer needed.

Data sharing

The School do not share information about visitors with any third party without consent unless the law and the policies allow them to do so.

Where it is legally required, or necessary (and it complies with data protection law) the School may share personal information about visitors with:

- The local authority – to meet the legal obligations to share certain information with it, such as where the visitor information is relevant to a safeguarding concern
- The Department for Education
- Educators and examining bodies
- The regulator i.e. Ofsted
- Suppliers and service providers – to enable them to provide the service the School have contracted them for. The School will ensure all providers are GDPR compliant
- Central and local government
- The auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- The organisation/company you are representing

Your rights

How to access the personal information the School hold about individuals

Individuals have a right to make a 'subject access request' to gain access to personal information that the School holds about them.

If a subject access request is made, and if the School do hold information, it will:

- Give a description of it

- Explain why the School are holding and processing it, and how long this is to be kept for
- Explain where the School got it from, if not from the individual
- Explain who it has been, or will be, shared with
- Explain whether any automated decision-making is being applied to the data, and any consequences of this
- Supply a copy of the information in an intelligible form

There is also a right for an individual's personal information to be transmitted electronically to another organisation in certain circumstances.

If a request is to be made please contact the data protection officer.

Your other rights regarding your 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 personal data if it would cause, or is causing, damage or distress
- Prevent the data being used to send direct marketing
- Object to the use of personal data for decisions being taken by automated means (by a computer or machine, rather than 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 data protection officer.

Complaints

The School 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 the data processing, please raise this with the School in the first instance.

To make a complaint, please contact the data protection officer.

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the data protection officer:

- Mrs S Monks
- 0161 336 2133
- monkss@audenshawschool.org.uk