

# Privacy Notice – Visitors

Date: Nov 2025

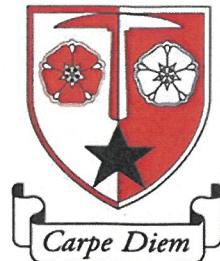
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## Introduction

Audenshaw School must collect and process personal information (data) about you when you visit our site in order to effectively manage your visit and to meet the legal obligations placed upon us as an organisation and education provider.

This privacy notice outlines what data we collect about you when you visit our site, why we need it and how it is used. The school process all personal data in accordance with the UK General Data Protection Regulation (UK-GDPR) and Data Protection Act (2018)

## Data Controller

The school is the 'Data Controller' for the personal information that we process about you. This means that we are responsible for your data and make decisions on how it is used.

## Data Protection Officer

The school has appointed a Data Protection Officer (DPO) who is responsible for overseeing compliance with the relevant data protection legislation. Our DPO provides support to the school and acts as the first point of contact for any questions or queries regarding data protection. Our DPO is Mrs Monks who can be contacted on:

T: 0161 336 2133 | E: [monkss@audenshawschool.org.uk](mailto:monkss@audenshawschool.org.uk)

## What personal data do we process about you, where we get it and why we need it?

All visitors to the school site must provide us with the following information upon arrival to help us meet our safeguarding and health & safety obligations.

### All Visitors

All visitors to site will directly input the following information into the electronic visitor screen at reception:

- Full name to identify who you are.
- Contact details to correspond with you.
- The reason for your visit to verify the legitimacy of your attendance.
- Entry and exit times to meet our health and safety obligations if there is a fire or other emergency.
- Vehicle registration to effectively manage our parking provision and ensure only permitted cars are on site.

Once the above information is inputted, an image of you will be taken and printed onto an ID badge that you must wear for security and safeguarding purposes.

Depending upon the nature of your visit, we will ask you to provide us with the following information:

- A DBS certificate to meet our safeguarding requirements and ensure we comply with the statutory duties placed upon us as a school. We log your reference number and date of check only; we do not keep a copy of your DBS certificate.

### CCTV

Closed Circuit Television (CCTV) is in place at the school site; the system will capture images of you when you visit us. CCTV helps us to ensure site security and supports in the prevention and detection of crime.

## **Who we share your personal information with**

The school will only share your personal data if it is required to meet a legal obligation or an operational duty relating to visitor management.

The school routinely shares visitor data with the provider of our electronic visitor management system which you will input your data directly into upon arrival at our reception.

We may share your personal data with external auditors who ensure good record keeping compliance. Auditors will typically attend site and your data will not be transferred out of the school.

If there is a significant accident or incident that you are party to whilst on school site, we may share your personal information with the following:

- Local Authority
- Police
- Emergency Services
- Governing Bodies (HSE, ICO etc)
- Professional Advisors
- Insurance Provider
- Courts

The school performs strict checks on those third parties with whom we share your data to ensure they are complaint with data protection legislation and meet the same high standards of security as expected by the school.

If we must share data, we take a minimalist approach to ensure only the necessary amount of information is provided. Data will not be transferred unless there is a secure method of exchange.

## **Do we transfer your data internationally?**

The school do not routinely transfer visitor data outside of the United Kingdom, however some of the third parties with whom we share your personal data may store data on international servers. In such circumstances, we will ensure the relevant safeguards are in place and data protection standards are complied with fully.

## **How do we store and how long we keep your personal information**

To comply with the UK-GDPR, the school only keep personal data for as long as necessary to meet our legal and operational duties.

Our 'Records Management Policy & Retention Schedule' (available at our school office) outlines how long visitor records are kept and how we determine and manage these periods. As a rule of thumb, general visitor data will be kept for up to 12 months.

Your personal data is stored securely on site. Records kept in electronic format are stored securely on carefully selected databases and systems that are fully encrypted with password protection and two factor authentication utilised where available. Any physical records are kept in locked cabinets within locked offices and archive rooms; key access is strictly limited depending upon role.

School staff and those third parties accessing key pupil records are subject to DBS checks and strict confidentiality agreements.

## **What are your rights?**

Under the UK-GDPR, you have a right to access the personal data that we hold about you by making a subject access request (SAR). If you make a SAR and we do process the data you have requested access to, we will:

- Give you a description of it.
- Explain why we are processing it and how long we will hold it.
- Explain where we collected the data if not from you.
- Outline if the data has been or will be shared with any other parties.
- Inform you if any automated decision making has been applied to the data and provide any consequences of this.
- Provide you with a copy of the data in an intelligible form.

Along with the right to access your personal data, you also have the following rights under the UK-GDPR:

- The right to ask us to rectify any personal information you feel is inaccurate or incomplete.
- The right to ask us to erase your personal data in certain circumstances.
- The right to ask us to restrict the processing of your personal data in certain circumstances.
- The right to object to the processing of your personal data in certain circumstances