Dunnington CofE Primary School

Privacy Notice for Visitors – How we use your information 2024/25

Who are we?

Dunnington CofE Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Dunnington CofE Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z7221872

You can contact the school as the Data Controller in writing at: Broom Lane, Dunnington, B49 5NT or admin5203@welearn365.com .

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about visitors to our school.

This privacy notice is aimed at occasional and professional visitors to the school, who are required to sign in using the school's visitors' book.

Parents/Carers visiting the school to drop off their child in the morning or collect their child at the end of the day, are not classed as visitors.

Parents/Carers visiting the school or who come to the school office to collect their child during the school day, or to make enquiries are not classed as visitors.

What is personal information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about visitors?

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

- name
- If a regular professional visitor, evidence that the individual holds an Enhanced Disclosure and Barring Service certificate
- Employer details

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

For what purposes do we use visitor's personal information?
The purpose of processing this data is to help us run the school, including to:
• Identify you and safely evacuate the school in the event of an emergency
• Meet statutory obligations for safeguarding
• Ensure that appropriate access arrangements can be provided for visitors who require them

What are the legal reasons for us to process your personal information?
We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

- **To comply with the law**

  We collect and use general purpose pupil information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to this process personal information for such purposes even if you have not consented to us doing so.

- **To perform a public task**

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.

Who might we share your information with?
We do not share information about our visitors 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
• Police forces, courts – to assist them discharging their legal duties

What do we do with your information?
All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.
We do not currently process any visitors' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Use of your data for filtering and monitoring purposes
While visitors are in our school, we may monitor their use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations

- Comply with our policies ie Child Protection and Safeguarding Policy and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

How do we store data?
Personal data is stored in line with our Records Management Policy. This is based on the Information and Records Management Society's toolkit for schools.
We maintain a visitor recording book that stores personal information about all visitors. The information contained in this book is kept secure and is only used for purposes directly relevant to work with the school.

How long do we keep your information for?
In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information. A copy of those schedules can be located using the following link: http://irms.org.uk/page/SchoolsToolkit

Transferring data internationally
Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with Data Protection law.

What are your rights with respect of your personal information?
Under data protection law, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to have access to your child's educational record, contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;
School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

**Please ensure you specify which school your request relates to.

You also have the right to:
• object to processing of personal data that is likely to cause, or is causing, damage or distress
• prevent processing for the purpose of direct marketing
• In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed and
• claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/Review

Review
The content of this Privacy Notice will be reviewed annually or earlier if updates are required.

November 2024