



Visitors' Privacy Notice

Version	Author	Policy approved by	Approval date	Review date	Changes made?
V1	Information Governance Team	Information Governance Team	15.06.2018	01.09.2019	No Changes
V2	IG Team	IG Team	01.09.2019	01.09.2020	No Changes
V3	IG Team	IG Team	23.09.2020	01.09.2021	Annual review
V4	IG Team	IG Team	10.11.2021	01.09.2022	Lawful basis; inclusion of IG tracking panel; removal of introductory paragraph; addition to lawful basis (public task)
V5	IG Team	IG Team	28.10.2022	01.09.2024	Categories of data; Storing visitor data

How we use visitors' data

We, Hursthead Junior School, Kirkstead Road, Cheadle Hulme SK8 7PZ, are the 'data controller' for the purposes of the UK General Data Protection Regulation (GDPR). We do not receive any visitor data from third parties: all information is received from the individuals upon their arrival at the school.

If you are visiting the school, you will be required to sign in at reception and show some ID to reception staff if you are not known to them.

We collect your information to:

- safeguard all children and staff both during and outside of school hours when they are on our site
- ensure that all children and staff learn and work in an environment where they are safe and free from harm
- issue visitor passes and keep a log of visitors in the building
- insert into our internal Outlook calendar
- ensure that appropriate access arrangements can be provided for volunteers who require them

The categories of visitor data we collect include:

- Name and contact details.
- Information relating to your visit such as your company's name, vehicle registration and times when you were in the school.
- Photographs (for identification purposes).
- Information relating to safeguarding e.g. DBS checks.
- Car registration number, if parked on site

We may also collect special category data from you where relevant your health and safety;

- Disability, health and access requirements.

The lawful basis on which we use this information:

We are required to process visitor data in order to comply with our legal obligation to keep our pupils, staff and any visitors safe whilst on school premises.

We also process information where;

- We need it to perform an official task in the public interest
- We have obtained your consent to use it in a certain way

- To protect yours or another third party's vital interests.

Where we have obtained consent, this consent can be withdrawn at any time.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

Storing visitor data

We hold all visitor data securely and in line with the agreed retention schedule.

We maintain a visitor management system to store personal information about all visitors. The information contained in this system is kept secure and is only used for purposes specified by this privacy notice.

When this information is no longer required, it will be confidentially destroyed or deleted.

For more information on our data retention schedule and how we keep your data safe, please contact Mrs Farnsworth, School Business Manager.

Whom we share visitor data with;

We share this information with InVentry, who provide our entry and exit system.

There may be other circumstances in which we may lawfully share your data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

We will not give information about you to anyone outside this establishment without your consent unless the law permits it.

Requesting access to your personal data

Under data protection legislation, individuals have the right to request access to information about you that we hold. To make a request for your personal information, please contact Mrs Farnsworth, School Business Manager, to make a request or alternatively you can view our Data Subject Rights Policy at <https://www.hursthead-jun.stockport.sch.uk/data-protection-gdpr>

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
- object to decisions being taken by automated means
- 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

To exercise any of these rights, please contact Mrs Farnsworth, School Business Manager.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office:

- report a concern online at <https://ico.org.uk/concerns/>
- call 0303 123 1113
- write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, in the first instance, please contact Mrs Farnsworth, School Business Manager.

Our Data Protection Officer, Karen Lane, may be contacted on 0161 474 4299 or IG-SchoolSupport@stockport.gov.uk