

Victoria Park Junior School Data Privacy Notice for Visitors



How we use visitor's data;

We, **Victoria Park Junior School**, are a data controller for the purpose of the UK General Data Protection Regulation. 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
- keep a log of visitors in the building

The categories of visitor data we collect include;

Personal information such as:

Name, organisation, image, DBS information (where in regulated activity)

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing workforce information are:

UK GDPR Article 6: Lawfulness of processing and UK GDPR Article 9: Processing of special categories of personal data

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

We are required to process visitor data in order to comply with our public task, namely to ensure that the security of our pupils, staff, visitors, buildings and contents are maintained at all times.

Storing visitor data:

We hold all visitor data in line with the agreed retention schedule (available on website under Key Information - Data Protection).

Who we share visitor data with:

We do not routinely share this information with any external organisations or third parties.

There may be circumstances in which we may lawfully share your data with third parties such as the Police 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 them that we hold. To make a request for your personal information, please contact the school office on 0161 912 5005 to make a request or alternatively you can view our Data Subject Rights Policy (available on website under Key Information - Data Protection).

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

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office on 0161 912 5005.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated November 2022.

Contact

If you would like to discuss anything in this privacy notice, please contact the school office on 0161 912 5005.