

Privacy notice for visitors to the school

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

This privacy notice explains how we collect, store and use personal data about **visitors to the school**.

We, Anthem Schools Trust, are the ‘data controller’ for the purposes of data protection law.

Our Trust data protection officer is Claire Wilkins. We also have a school data protection lead (see ‘Contact us’ below).

The personal data we hold

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

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

Why we use this data.

We use this data to:

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

Our legal basis for using this data

We only collect and use your personal data when the law allows us to. Most commonly, we process it where we need to comply with our legal obligation to keep our pupils and staff safe while on the school premises.

Less commonly, we may also process your personal data in situations where:

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

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds that justify our use of this data.

Collecting this information

Some of the information we collect from you is mandatory and, in some cases, you can choose whether or not to provide the information to us.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

We will only collect the data that we need to fulfil our purposes, which are set out above.

How we store this data

We will keep your personal data while you are visiting our school. We may also keep it beyond this, if it is necessary to comply with our legal obligations. Our Retaining Records Policy sets out how long we keep information about visitors.

Data sharing

We do not share information about visitors with any third party without consent 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 visitors with:

- Our local authority – to meet our 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.
- Our regulator, Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- Our 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 organization/company you are representing

Your rights regarding personal data

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

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

Further information is set out within our data protection policy. If you would like to make a request please contact our school data protection lead, as set out in the data protection policy.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress
- prevent it being used to send direct marketing
- object to decisions being taken by automated means (by a computer or machine, rather than by 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 our school data protection lead, as set out in the data protection policy.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our school data protection lead or our Trust 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 our **school data protection lead** (see Appendix 2 of our Data Protection Policy) or our **Trust data protection officer**:

Claire Wilkins, cwilkins@anthemtrust.uk, 0118 902 1637.

This notice is based on the Department for Education's model privacy notices, amended for visitors and to reflect the way we use data in this school.