



PRIVACY NOTICE SCHOOL VISITORS INFORMATION

A range of individuals may visit St Mary's for a number of different reasons. Whatever reason you have for visiting us, there is certain information we may gather in order to make your visit as smooth as possible.

What Information Do We Collect?

When you arrive at reception, our signing in system will request details such as your name, organisation (if relevant), vehicle registration, whom you are visiting and whether you are DBS checked. Once we receive all of the requested information, we will provide a visitors badge. You must wear the visitors badge at all times. We will destroy this badge once your visit to St Mary's has finished.

Under normal circumstances, St Mary's uses an electronic signing in system; however, on the rare occasion, a paper based, manual system may be used.

Occasionally, depending on the nature of the visit, we may also request that an individual show a form of ID. This is simply for verification purposes and we do not record the information.

Do I Have To Provide This Information?

We have a responsibility to safeguard our staff and pupils. One of the ways we do this is ensuring that we are aware who is visiting the school site and for what purpose. In order to gain access to St Mary's, even when chaperoned, we require you to provide this information.

Who Will You Share My Information With?

We will only share visitor information where we are legally obliged to do so, or where we are allowed to do so under exemptions in the Data Protection Act - for example for the prevention or detection of crime or should an individual submit a request to access the information. Please note that our Data Protection Lead or Data Protection Officer will approve any such access request.

Purpose and Legal Basis for Collecting and Using This Information

The purpose for collecting and using this information is for security and health and safety purposes. The legal basis we rely on for this is legitimate interest in that it is in the school's interest, and the interest of visitors, to ensure we know who is on site at any time. Legitimate interest is covered by article 6(1) (f) of the GDPR.

Your Rights

As we are processing your personal data for the school's legitimate interest and you have the right to object to our processing of your personal data. We may have legitimate reasons, which mean we may refuse your request, but we would always explain this to you. If you are unhappy with how your data is used you can make a complaint and ask us to review this use. Please refer to GDPR07G Information Rights Process detailed within the Data Information and Guidance Section of the school website.

How Long Will You Keep This Data For And Why?

We keep information recorded on the electronic signing in system until the visitor has signed out of the system.

We retain information recorded on the paper-based system for a period of 6 years plus the current year in line with our retention schedule. After this date, the information is destroyed.

We will not use any of the information we collect about you for any automated decisions, nor will we transfer this information abroad for any purpose.