

Privacy Notice for Visitors – General Data Protection Regulation

1. St Leonard's First School & Nursery Commitment to Data Privacy

St Leonard's First School & Nursery is committed to protecting the privacy and rights of anyone who chooses to share their personal data with us. The General Data Protection Regulation became law in from 25th May 2018, giving data subjects greater control over the processing of their personal data and organisations have obligations to protect personal data accordingly.

Under data protection law, individuals have a right to be informed about how we use any personal data we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

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

2. Who processes your information?

The Academy is the data controller of the personal information you provide to us. This means that we determine the purposes for which, and the manner in which, any personal data relating to visitors is to be processed. A data protection representative for the Academy, **Mrs T Parton, Headteacher** can be contacted on **01785 712488** or **office@st-leonards-dunston.staffs.sch.uk** in the first instance for any queries in relation to the processing of your personal data.

Staffordshire University Academies Trust's Data Protection Officer has a role to oversee and monitor the Trust and its' Academies' data processing practices. The DPO can be contacted on 01782 969465 or hkirkham@suatrust.co.uk.

The information you provide will be used in accordance with the Staffordshire University Academies Trust GDPR Data Protection Policy and Compliant Records Management Policy which can be found by accessing the Trust's website - <http://www.suatrust.co.uk/documents--policies>.

3. For which purposes are your personal data processed?

We collect visitor data to:

- Fulfil the Academy's duty to safeguard pupils and staff by ensuring they are safe in the workplace, visitors have been approved to enter the premises and are identifiable to the Academy.

- Adhere to health and safety requirements and ensure visitors are safe on Academy premises, including safe evacuation of the building in the case of an emergency.
- Ensuring that visitors undertake safe working practices at the Academy.
- Ensure operational functioning of the Academy as a public body organisation.
- Conform with the NHS test and trace service.
- Ensure that appropriate access arrangements can be provided for visitors who require them.

4. Which data is collected?

The personal data the academy will collect from its visitors includes the following:

- Name(s)
- Company
- Contact information
- DBS data (confirmation of suitability to work with children)
- Means of identification
- Means to check competency as relevant
- Vehicle registration
- Photograph / CCTV

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

5. Will your personal data be sought from third parties?

For visitors who are visiting the Academy on behalf of an organisation, your personal data may be sought directly from your organisation for health and safety and safeguarding purposes. This information is detailed under section 4 of this document.

6. How is your information shared?

The Academy will share your data with third parties in the event of an incident affecting the health and safety of the visitor or other building occupants, or a safeguarding incident affecting the visitor or other building occupants.

Name of the Organisation	Purpose for Sharing Personal Data
Staffordshire County Council Safeguarding Team	Health and Safety Service – accidents, incidents and near misses. Reporting for the purpose of risk management adherence and RIDDOR requirements. Safeguarding incidents requiring the support of the Local Authority Designated Officer.
Staffordshire Police	Incidents relating to the safety of the building occupants which require a police response.
Medical/Paramedic Services	Incidents relating to the safety of the building occupants requiring medical/paramedic/ambulance services.
Suppliers and service providers	To enable them to provide the service we have contracted them for, such as visitor management systems.
Local Health Support Team and NHS Test	To support the NHS test and trace service and Local

and Trace Service	<p>Health Support Team to ensure that those required to self-isolate and obtain a COVID-19 test, do.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</p> <p>https://contact-tracing.phe.gov.uk/help/privacy-notice</p>
-------------------	--

7. How long is your data retained for?

Visitors' personal data is retained in line with the Staffordshire University Academies Trust Compliant Records Management Policy.

Personal information will be retained depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download our Compliant Records Management Policy.

8. What are your rights?

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that the Academy holds;
- To object to the use of personal data if it would cause, or is causing, damage or distress;
- In certain circumstances, to request that personal data is corrected, deleted, destroyed or restrict processing;

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

9. Queries and 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 by contacting our Data Protection Officer by:

Email – hkirkham@suatrust.co.uk

Telephone – 01782 969465

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

10. How can you find out more information?

If you require further information about how we use your personal data, please visit our website, www.st-leonards-dunston.staffs.sch.uk, the Gov.UK [website](#), or download our GDPR Data Protection and Compliant Records Management Policy.