



## Calshot Primary Privacy Notice (How we use visitor information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data 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 who come to our school.

### The categories of school visitor information that we may collect, process, hold and share include:

- personal information (such as name, contact details, car registration, business credentials)
- safeguarding records (such as DBS)
- qualifications (where appropriate)

### Why we collect and use this information

The purpose of processing this data is to:

- Enable us to know who and what the purpose of the visit is
- Facilitate our safeguarding obligations towards pupils
- Ensuring that appropriate access arrangements can be provided for visitors that require them
- Establish relevant experience and qualifications required for the visit

### The lawful basis on which we process this information

We collect and use school visitor personal information under:

- GDPR Article 6 (1) (e) which states that the processing is for the performance of a task carried out in the public interest or in the exercise of the data controller's official authority where the processing is necessary for the exercise of a function of the Crown, a Minister of the Crown or a Government Department ie. DFE and is a proportionate means of achieving a legitimate aim. This provision covers data.
- GDPR Article 6 (1) (f) which states that processing is necessary for the purpose of the legitimate interests pursued by the controller or a by a

third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data

- GDPR Article 9 (1) (b) which states that processing is necessary for the purpose 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 appropriate safeguards for the fundamental rights and the interests of the data subject
  
- GDPR Article 9 (1) (g) which states that processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
  
- GDPR Article 9 (1) (j) which states that processing is necessary for achieving purposes in the public interest, scientific or historical purposes or statistical purposes in accordance with Article 89 (1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

## Collecting information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## Storing visitor data

Personal data is stored in accordance with our data protection policy.

We maintain a file to store personal information about all visitors. The information contained in this file is kept securely.

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with our record retention schedule.

We hold visitor data for:

- personal information is held for 6 months
- safeguarding records are held for 6 months
- qualifications are held for 6 months

## Who we share visitor information with

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it when required under safeguarding procedures
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Employment and Recruitment agencies when supply teachers/ TAs are used
- Gallifords Try- as part of our PFI obligation for building related matters

## Why we share visitor information

We do not share information about visitors with anyone without consent unless the law and our policies allow us to do so.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mr. M. Wingrove (Data Protection Officer)

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

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 at <https://ico.org.uk/concerns/>