

Visitor/Contractor Privacy Notice

Policy Statement

We are St Hugh's CPVA School, part of the Our Lady of Lourdes Catholic Multi-Academy Trust. During your visit with us, we will gather, use and store information relating to you. Information that we hold in relation to individuals is known as their "personal data". Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process in relation to you?

We will collect, hold, share and otherwise use the information about you such as:

- personal information: name, car registration number, employer details (company representation)
- CCTV footage and images obtained when you visit the School/Trust site
- Device name, mac address, browsing history etc – if accessing school Wi-Fi

Where do we get your personal data from?

We will obtain an amount of your personal data from you when you visit the School/Trust site and that which is captured by our CCTV system.

Why do we use your personal data?

We will process your personal data for the following reasons:

- Protect pupil welfare
- Protect the school buildings and site
- Protect our Network
- Protect the safety of visitors to our school
- Comply with the law regarding data sharing

Our legal basis for using this data.

Where the law otherwise allows us to process the personal data as part of our functions as a School/Trust where we need to comply with a legal obligation or:

- Carrying out a task in the public interest
- Have obtained consent to use it in a certain way
- Need to safeguard you, our pupils and other individuals (vital interest)
- To ensure the safety of individuals on the School/Trust site
- To aid in the prevention and detection of crime on the School/Trust site

How long will we hold your personal data for?

We will hold your personal data only for as long as necessary. We keep information about visitors while attending the school/Trust. We may also keep it beyond the visit period if this is necessary in order to comply with our legal obligations and in line with our CCTV policy and Retention and Destruction Schedule.

Who will we share your personal data with?

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 law), we may share personal information about visitors with:

- Security organisations – to ensure the safety and welfare of pupils, staff, visitors
- Emergency services – to ensure the safety and welfare of visitors and to meet any legal obligations and to ensure the safety of the whole school/Trust community.

Your rights in relation to your personal data held by us

You have the right to request access to personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact:

DPO Tamer Robson and Teresa Bettelley dpo@ololcatholicmat.co.uk

Please also refer to our Data Protection Policy for further details on making requests for access to your personal data.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified
- Restrict processing of your personal data
- Object to the making of decisions about you taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of your data protection rights

If you want to exercise any of these rights then you should contact:

DPO Tamer Robson and Teresa Bettelley dpo@ololcatholicmat.co.uk

The law does not oblige the School/Trust to comply with all requests. If the Academy/Trust does not intend to comply with the request then you will be notified of the reasons why in writing.

Concerns

If you have any concerns about how we are using your personal data then we ask that, in the first instance, you contact:

DPO Tamer Robson and Teresa Bettelley dpo@ololcatholicmat.co.uk

However an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

DPO Tamer Robson and Teresa Bettelley dpo@ololcatholicmat.co.uk

Feb 2020