

# Privacy notice for visitors to The Ellis CE Primary School Site

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

The Ellis CE Primary School collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the UK General Data Protection Regulation (UK - GDPR) and Data Protection Act (2018). We are responsible as 'controller' of that personal information for the purposes of those laws.

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

The Ellis CE Primary School is the 'data controller' for the purposes of data protection law.

## **The personal data we hold**

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

- Name, employer, car registration number and reason for visiting
- CCTV images captured in school

We use an electronic sign in system provided by Entrysign.

## **Why we use this data**

We use this data to:

- Protect pupil welfare
- Protect the school buildings and site
- To protect our network
- Protect the safety of visitors to our school
- Comply with the law regarding data sharing
- In relation to any COVID 19 procedures

## **Our legal basis for using this data**

We only collect and use visitors' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation

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

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)
- Where we have obtained consent to use visitors' personal data, this consent can be withdrawn at anytime. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

### **How we store this data**

We keep personal information about visitors while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. This data is kept on the school server using Entrysign software.

### **Data sharing**

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

- Security organisations – to ensure the safety and welfare of pupils, staff and 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 community.

Under Data Protection Act 2018 and UK - GDPR you have rights which you can exercise free of charge which may allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you (subject access request)
- ask us to correct any mistakes in the information we hold about you
- object to direct marketing
- make a complaint to the Information Commissioners Office
- withdraw consent at any time (if applicable)

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under GDPR.

If you would like to exercise a right, please contact the School's DPO, Tim Pinto, at the school (tpinto@esafetyoffice.co.uk)

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Data Protection Act 2018 and UK- GDPR also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted on 03031 231113.

**Completed and approved RH. To be reviewed February 2023.**