



Privacy Notice and General Data Protection

Regulations (How we use school visitor information)

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

- personal information (such as name and photograph and DBS number)
- CCTV – which is externally on the school grounds

Why we collect and use this information

We use visitor data to:

- Safeguard pupils
- Meet Health and Safety Legislation
- Meet Fire in the Workplace Legislation
- Keep the site secure and safe
- Assist with the organisation of events and meetings

The lawful basis on which we process this information

We collect and use visitor information under : this information under Article 6 and Article 9:

- Vital Interests – to keep our pupils safe in terms of safeguarding
- Legal obligation : meeting health and safety and Fire in the Workplace Legislation
- Legal obligation – meeting safeguarding Legislation

Collecting this information

Whilst the majority of visitor information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We store visitor data on the following systems:

- Visitor Signing in Book
- CCTV System
- Visitor Badges to wear while on site
- Microsoft Outlook
- Spreadsheet – supply staff (teachers and teaching assistants)
- Single Central Record (for regular visitors who provide a service – e.g. speech therapists, EP, cleaners etc.....)

Who we share this information with

We may share this information with:

- The police
- Insurance Claim
- Accident/Reporting HSE
- Any requests from third parties in the event of a safeguarding incident

Why we share school workforce information

We do not share information about workforce members 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 Dianna Gunn (Headteacher)

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
- claim compensation for damages caused by a breach of the Data Protection regulations

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/>

Further information

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

Dianna Gunn (Headteacher), Jane O'Sullivan (DPO) at office@barnfield.barnetmail.net