



## Visitors Privacy Notice

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

### Who processes your information?

The Diocese of Sheffield Academies Trust is a 'data controller' as defined by Article 4 (7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

**Clare Sturman** is the data protection officer. Her role is to oversee and monitor the school's data processing practices. This individual can be contacted on **01709 718 640** or **csturman@dsat.education**

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

### The categories of visitor information that we process include:

- Name
- Company details (if appropriate)
- Purpose of visit
- Contact details (email address, telephone number)
- Car registration number (if appropriate)
- Photo

We may also process certain 'special category' data about our visitors including:

- Disability, health and access requirements

### Why we collect and use governance information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use visitor information, for the following purposes:

- To meet statutory obligations for Safeguarding our pupils/students
- To ensure a safe and secure environment for all staff and visitors
- To meet statutory obligations for Health and Safety

- Identify you and safely evacuate the building in the event of an emergency

Under the UK General Data Protection Regulation (GDPR) 2018, the legal bases we rely on for processing personal information for general purposes are:

**The lawful basis for processing this information is under Article 6 of the GDPR:**

- Article 6 1 (b) Contractual obligation
- Article 6 1 (c) Legal obligation
- Article 6 1 (f) Legitimate interests

**Where special categories of data are collected under Article 9 of the GDPR:**

- Article 9 (2)(g) (Reasons of substantial public interest – condition 18 (safeguarding of children and vulnerable people) of Part 2 of Schedule 1 of the DPA 2018) of the UK GDPR

**Collecting visitor information**

We collect personal information directly from you and from information received from your company or organisation.

**Storing governance information**

We store information for 6 years at the end of the academic year.

**Who we share your personal data with:**

We may share information with:

- Suppliers and service providers
- Emergency Services
- Local Authority
- Police forces and courts
- Insurance providers

We do not share information about visitors to our schools 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 **Clare Sturman, DPO**.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is not compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting **Clare Sturman, Data Protection Officer on 01709 718 640 or [csturman@dsat.education](mailto:csturman@dsat.education)**

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **31/10/22**.

## Contact

If you would like to discuss anything in this privacy notice, please contact: **Clare Sturman, Data Protection Officer on 01709 718 640 or [csturman@dsat.education](mailto:csturman@dsat.education)**