Privacy Notice Visitors

Policy Owner:	**The Mercian Trust** Finance & Resources Committee
Approved / Ratified:	**April 2024**
Review Dates:	March 2025

Increasing Opportunities
Improving Outcomes

THE MERCIAN TRUST

Document Version Control Log

Version	Date	Description of changes and person/organisation responsible
1.0	28/04/2021	Document created (SchoolPro TLC)
1.1	09/01/2022	Adjusted for Short text Page 2
1.2	17/10/2022	Text updated in 'Requesting Access to Your Personal Data' to reflect new DfE wording regarding data subject rights. Bullet point list has been updated as well as introductory text to the list. (SchoolPro TLC)
1.3	17/10/2022	SchoolPro TLC contact email updated from GDPR@schoolpro.uk to DPO@schoolpro.uk. (SchoolPro TLC)
1.3	19/02/2023	Reviewed No changes

Privacy Notice (How We Use Visitor Information)

This Privacy Notice for visitors explains how and why we store personal information about those who visit the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number is ZA290740

The Categories of Visitor Information That We Process Include:

We process the following personal information from visitors –

- Name
- Contact details
- Information relating to the visit, e.g. company or organisation name, arrival and departure
- time, car number plate

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:
Information about any access arrangements that may be required

- Photographs for identification purposes
- CCTV images captured in school
- We may also hold data about you that we have received from other organisations, including other schools and social services.

Why We Collect and Use Visitor Information

We use visitor data to:

- Ensure the safeguarding of young people and vulnerable adults
- Maintain high standards of health and safety
- Maintain accurate records of visits to the school
- Provide appropriate access arrangements

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:
(6c) A Legal obligation: the processing is necessary for us to comply with the law.
(6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.
The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

Storing Visitor Information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see our Data Protection Policy and our Retention and Distribution Policy by visiting https://www.themerciantrust.org/about/our-policies

Who We share Visitor Information With

We do not share visitor information with third parties unless we are legally required 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 James Fendek via GDPR@the.merciantrust.org

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

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 our Data Protection Officer which is SchoolPro TLC Ltd via GDPR@schoolpro.uk. You can also contact the Information Commissioner's Office at https://ico.org.uk/concerns/

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 25 May 2022.

Contact
If you would like to discuss anything in this privacy notice, please contact: James Fendek via GDPR@the.merciantrust.org