NORTH TOWN
PRIMARY SCHOOL & NURSERY

Privacy Notice (How we use visitor information)

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.

Richard Huish Trust is the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact' below).

The personal data we hold about you

The personal data the school will collect from visitors includes the following:

- full name & title
- contact information / email
- photograph
- CCTV images

Why we use this data

We use your data to safeguard our pupils, meet Health and Safety legislation, to keep the site secure and safe, and to assist with the organisation or events and meetings.

Our legal basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing visitor information are:

- *Article 6 (1) (c) Legal obligation*: the processing is necessary for us to comply with the law; we are required to collect information about our visitors under
    - Keeping Children Safe in Education
    - Working Together to Safeguard Children
    - Health and Safety legislation
- *Article 6 (1) (e) Public Task*: we capture images of individuals on our CCTV to protect the safety and security of the school site, in line with Keeping Children Safe in Education. We may also use the CCTV to reduce the risk of criminal activity on site.
- We may also share your information if we need to protect your *vital interests* (or someone else's interest) e.g. in a life-or-death situation we may share information with healthcare professionals

Collecting this information

Personal data is only collected from you, when you enter the school site and use our sign-in system.

Data sharing

For the most part, personal data collected will remain within the School and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis).

We do not share information about our visitors with anyone without consent unless the law and our policies allow us to do so.

All visitors are reminded that the School is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns related to child safeguarding that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. For further information about this, please view the School's Safeguarding Policy.

International transfers of personal data

CCTV and information on our sign in systems is held by the school, on our own servers. We do not transfer any information outside of the school's systems.

How we store this data

We hold visitor data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, or reporting requirements. Visitor records may be held for 6 years, in line with guidance from the Information and Records Management Society.

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 the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

Your rights

How to access personal information we hold about you

Under data protection legislation, you have the right to request access to information about yourself that we hold. To make a request for your personal information, contact the School.

If we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and using it, and how long we will keep it for
- explain where we got it from
- tell you who it has been, or will be, shared with

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- say that you don't want it to be used if this would cause, or is causing, harm or distress
- stop it being used to send you marketing materials
- say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)

- have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- claim compensation if the data protection rules are broken and this harms you in some way
- let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request, please contact our Data Protection Officer (see 'Contact').

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- report a concern online at https://ico.org.uk/concerns/
- call 0303 123 1113
- write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
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Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer: dposchools@somerset.gov.uk

Last updated September 2024