Pownall Green Primary School

Privacy Notice - Visitors

Version	Author	Policy approved by	Approval date	Review date	Changes made?
V1	Information Governance Team	Information Governance Team	15.06.2018	01.09.2019	No Changes
V2	Information Governance Team	Information Governance Team	01.09.2019	01.09.2020	No Changes
V3	Information Governance Team	Information Governance Team	23.09.2020	01.09.2021	Annual review
V4	Information Governance Team	Information Governance Team	10.11.2021	01.09.2022	Lawful basis

How we use visitors data;

We Pownall Green Primary School are a data controller for the purpose of the UK General Data Protection Regulation (GDPR). We do not receive any visitor data from third parties, all information is received from the individuals upon their arrival at the school.

If you are visiting the school, you will be required to sign in at reception and show some ID to reception staff if you are not known to them.

We collect your information to;

- safeguard all children and staff both during and outside of school hours when they are on our site
- ensure that all children and staff learn and work in an environment where they are safe and free from harm
- issue visitor passes
- keep a log of visitors in the building

The categories of visitor data we collect include;

Personal information such as;

- Name, organisation, image, vehicle registration, DBS information

The lawful basis on which we use this information;

Public Task;

We are required to process visitor data in order to comply with our public task;

- ensure that the security of our pupils, staff, visitors, buildings and their contents are maintained at all times.
- Maintain logs of individuals in the building to comply with health and safety obligations

The following information is processed as a result of the schools' public task;

- Name, organisation, image, vehicle registration, DBS information

Storing visitor data;

We hold all visitor data in line with the agreed retention schedule which is available on the school website.

Who we share visitor data with;

We do not routinely share this information with any external organisations or third parties.

There may be circumstances in which we may lawfully share your data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

We will not give information about you to anyone outside this establishment without your consent unless the law permits it.

Requesting access to your personal data

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information, please contact the school office to make a request or alternatively you can view our Data Subject Rights Policy at www.pownallgreen.co.uk

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 request 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/

Contact

If you would like to discuss anything in this privacy notice, please contact the headteacher.

Data Protection Officer
IGschoolsupport@stockport.gov.uk
0161 474 4299