



## \*Hatfield Peverel St Andrew's Junior School

### Privacy Notice – School Visitors

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

School Visitors	<p>The school regularly receives visitors. Visitors may be from other organisations, or be emergency contacts for pupils, parent/carers or suppliers.</p> <p>To ensure the safety of our students and staff we ask visitors to sign in on arrival. For this purpose, we collect the following data where relevant:</p> <ul style="list-style-type: none"><li>• Name</li><li>• Contact number</li><li>• Who they are visiting</li><li>• The purpose of the visit</li><li>• The date and time of arrival</li><li>• The date and time of departure</li><li>• A digital image of the visitor</li></ul> <p>The records may also contain special category personal information, for example:</p> <ul style="list-style-type: none"><li>• Ethnicity (only if determined from the digital image)</li><li>• Religion (only if determined from the digital image)</li></ul> <p>The school is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis we rely on when using this personal information is a Task in the Public Interest as we undertake this activity to maintain a safe environment for our students, staff and visitors.</p> <p>We do not share this personal information unless we are required to by law, or where it is necessary to protect others.</p> <p>This information will be retained for a minimum of 7 years from the date of the visit.</p>
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**General Information**  
No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.

**Visit the following links for more information about Privacy Law, our obligations and your Rights:**

- [The ICO Guide to the General Data Protection Regulations 2016](#)
- [The General Data Protection Regulations 2016](#)



<b>If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:</b>	
Email	info@sbmservices.co.uk
Phone Number	01206 671103
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>	
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>
Phone Number	0303 123 1113

