



Visitors

This privacy notice informs you how schools, that are part of Sherborne Area Schools' Trust (SAST), will use (or process) personal data about visitors to our schools and Trust locations.

Contents

Responsibility for data protection.....	1
The personal data we hold about you.....	1
Why we use this data	1
Our legal basis for using this data	2
Collecting this information	2
Data sharing.....	2
International transfers of personal data	2
How we store this data.....	2
How to access personal information we hold about you.....	3
Complaints.....	3
Contact	3

Responsibility for data protection

- SAST is the 'data controller' for the purposes of data protection law.
- The Data Protection Officer (DPO) is Moira Lyons-Montgomery, dpo@sast.org.uk.
- The data protection lead in each SAST school is the headteacher.
- The DPO will deal with requests and enquiries concerning the Trust's uses of personal data.
- The DPO and headteacher will endeavour to ensure that all personal data is used carefully and lawfully.

The personal data we hold about you

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

- First name and surname
- car registration
- name of who you are visiting
- an image of you recorded by the sign-in system
- CCTV images

Why we use this data

We use your data to safeguard our pupils, meet health and safety legislation, to keep our sites secure and safe, and to assist with the organisation of 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 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 our individual academy sites and the systems 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 our schools are 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

<https://irms.org.uk/page/SchoolsToolkit>.

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.

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 or DPO.

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:

- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data if there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing) if there is no compelling reason for its continued 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.

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 by contacting our data protection officer, dpo@sast.org.uk

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

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 at dpo@sast.org.uk

We may need to update this privacy notice periodically so recommend that you revisit this information from time to time.