



November 2024

Privacy Notice for Visitors

Under data protection law, individuals have a right to be informed about how the academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals visiting the school.

This privacy notice is aimed at occasional and professional visitors to the academy, who are required to sign in using the academy's visitor management system.

Parents/Carers of pupils visiting Nursery to settle their child or to collect their child at the end of the session are under supervision of the nursery staff whilst on the academy premises and are not classed as visitors.

Parents/Carers visiting the academy to drop off their child in the morning or collect their child at the end of the day, are not classed as visitors.

Parents/Carers visiting the academy or who come to the academy office to collect their child during the school day, or make enquiries are not classed as visitors.

We, St John's (CE) Primary Academy, are the 'data controller' for the purposes of data protection law. We use EntrySign Digital Visitor Management Systems and their address is:

Osborne Technologies Limited
Units 4&5 Wortley Court
Fall Bank Industrial Estate
Dodworth
Barnsley
South Yorkshire
S75 3LS

Our data protection officer is Tim Pinto (see 'Contact' below).

The personal data we hold

The personal data that we process about you include:

- Contact details and contact preferences
- Date of birth, marital status and gender
- If a regular professional visitor evidence that the individual holds an Enhanced Disclosure and Barring Service certificate
- Employer details

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- Photographs
 - Car details

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Disability, health and access requirements

Why we use this data

The purpose of processing this data is to help us run the academy, including to:

- Identify you and safely evacuate the academy in the event of an emergency
- Meet statutory obligations for safeguarding
- Ensure that appropriate access arrangements can be provided for volunteers who require them

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest
- Where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the academy's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We maintain a visitor management system to store personal information about all visitors. The information contained in this file is kept secure and is only used for purposes directly relevant to work with the academy and is stored in line with the academy's data retention policy.

In accordance with the UK-GDPR, the academy does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Data sharing

St John's (CE) Primary Academy will not share your personal information with any third parties without your consent, unless the law allows us to do so. If a visitor wishes to see this list please contact the academy office.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – *if we have any concerns over safeguarding*
- Suppliers and service providers – *to enable them to provide the service we have contracted them for, such as visitor management systems*
- Police forces, courts – *to assist them discharging their legal duties*
- NHS / Public Health Agencies - *Personal data of employees, parents or visitors to the academy may be shared with NHS / Public Health Agencies in the event of a serious medical or health incident.*

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 the academy office at admin@stjohnsacademyclifton.co.uk / academy Data Protection Officer, Tim Pinto, at tpinto@esafetyoffice.co.uk).

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 the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting admin@stjohnsacademyclifton.co.uk

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 22.11.2024.

Contact

If you would like to discuss anything in this privacy notice, please contact:

- Mrs R Townsend, Interim Principal, Data Controller, or
- Tim Pinto, Data Protection Officer (contacts as above)