

Sheffield Catholic Schools Partnership

Privacy Notice for School Visitors

This statement should be read in conjunction with the Data Protection policy.

This statement is intended to provide information as to how we will collect, use or process personal data relating to the school workforce.

Responsibility for Data Protection

St Ann's School is registered with the Information Commissioner's Office. The registration number is Z7629554.

The Data Protection Officer (DPO) for the school is Mrs E Smith. The DPO can be contacted on: enquiries@st-anns.sheffield.sch.uk

The school visitor has a responsibility to abide by school policies and the law relating to data protection.

The Data Protection Act 1998: Why do we collect and use school workforce information?

By school visitors we mean those people who visit the school, who are not directly employed. This includes staff from other schools, school governors, volunteers, and visiting consultants. We collect and use visitor information under the following Articles of the General Data Protection Regulations (GDPR)

Article 6:

Processing shall be lawful only if and to the extent that at least one of the following applies:

6 (1) a. The data subject has given consent to the processing of his or her personal data for one or more specific purposes;

6 (1) e. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller.

Article 9:

With regards to the processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited except:

9 (2) a. Where we have explicit consent of the data subject.

For the avoidance of doubt, throughout this document we are using and applying the GDPR definition of **consent**, namely "any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative actions, signifies agreement to the processing of personal data relating to him or her."

We use school visitor data to:

- Maintain a list of people on site, in case there is a need to evacuate the premises;
- Provide evidence of attendance in the event of question by an authorised person;
- Maintain a record of those people who have had access to the school.

The collection of this information will benefit both national and local users by:

- Supporting Child Protection policy and procedures;
- Supporting Health and Safety policy and procedures.

The categories of school visitor information that we collect, hold and share include:

- Name;
- Date of visit;
- Time of arrival;
- Purpose of visit / name of person visited;
- Time of leaving;
- CCTV footage.

Collecting school visitor information

Whilst the majority of school visitor information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you at the point of data collection whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing school visitor information

- Unless stated below, we hold school visitor records for 6 years after the date of the visit;
- CCTV footage is stored for a maximum period of 4 school weeks unless there are specific circumstances that fall under Article 6(1)e of the GDPR that would allow us to retain footage for a longer period.

Who do we share school visitor information with?

- We do not share school visitor information.

Requesting access to your personal information

Under data protection legislation, a school visitor has the right to request access to information about them that we hold. This is referred to as a Subject Access Request (SAR). The GDPR clarifies that the reason for allowing individuals to access their personal data is so that they are aware of and can verify the lawfulness of the data processing. To make a request for your personal information, contact the Data Protection Officer.

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.

To make a SAR, or to exercise any of your rights under data protection regulation, you should contact the Data Protection Officer at the school.

On receipt of a request to exercise any of your rights under data protection regulation, the school will

- Respond to acknowledge receipt of your request;
- Request proof of identify of the person making the request;
- Inform you as to whether there are any statutory reasons why we may be unable to respond to your request;
- Act in accordance with the GDPR in terms of our actions in response to your request, and with due regard to the timescales set out in the GDPR.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

If you require more information about how we and/or DfE store and use your personal data please visit:

- <https://www.sheffield.gov.uk>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact the Data Protection Officer.

Reason for version change:	GDPR	Version number:	1.0
Document owner:	Sheffield Catholic Schools Partnership	Date of SCSP Authorisation:	
Approval required:	[Governing Body] [Committee]	Date of School Approval:	
Target Audience:	All staff	Date issued:	