

## Privacy Notice - Visitors

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

This privacy notice explains how we collect, store and use personal data about **visitors**. By visitors, we mean people who visit the school and sign in and out of our visitors books on arrival or departure. We have separate privacy notices for pupils, staff, other regular visitors/workforce members (for example counselling or coaching services), trustees and governors which may also be applicable to you.

We, Pinner High School, Beaulieu Drive, HA5 1NB, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Judicium Consulting Limited (see 'Contact us' below).

### The personal data we hold

Personal data that we will routinely collect, use, store and share (when appropriate) about visitors includes

- Name, Company, times of entry and exit of premises, who you are visiting and your signature.

We may also hold further data about visitors, such as DBS information, that we have received either from organisations such as your employer, or yourself.

### Why we use this data

We use this data to:

- Comply with the law
- Protect pupil welfare
- Ensure effective evacuation of the building in the event of an emergency

### Our legal basis for using this data

We only collect and use visitor personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation relating to our duty to our staff and students and/or the safe management of the building
- We need it to perform an official task in the public interest

### Collecting this information

We collect this information from or about you by our signing-in and -out procedures and/or, where DBS clearance is applicable, from your employer or you, for the reasons above. Signing-in and -out is mandatory for all visitors to our premises. Provision of DBS information is not mandatory but you cannot be admitted to the building unchaperoned if this is not provided.

### How we store this data

We keep personal information about visitors while they are on the premises and for the period of time thereafter specified in our Records Management Policy.

Where DBS information is provided, we keep personal information on our Single Central Record for the duration of your relationship with the school.

We maintain our visitors book as a hard copy record.

Where we enter you onto our Single Central Record, this information is stored electronically and may be saved on a cloud-based system. We have been advised by and retain external IT advisers for the purposes of ensuring the efficiency and appropriate security of this.

### **Data sharing**

We do not share information about visitors with any third party without consent unless the law and our policies allow us to do so.

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

- Statutory and other bodies monitoring and advising about our safeguarding, safety and management procedures
- Emergency services in the event of an emergency
- Police forces, courts, tribunals

### **Visitors' rights regarding personal data**

Under data protection legislation, you have the right to request access to information we hold about you. If you would like to make a request, please contact the Headteacher's PA, contact details below.

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

### **Concerns and contacts**

- To make a request to access your/your child's personal data, please contact the **Headteacher's PA**, ([vfairweather@pinnerhighschool.org](mailto:vfairweather@pinnerhighschool.org))

- If you have any queries, concerns or complaints, please contact our **Data Protection Officer, Judicium Consulting Limited, 72 Canon Street, London, EC4N 6AE, [dataservices@judicium.com](mailto:dataservices@judicium.com), tel 0203 326 9174, lead contact Craig Stilwell**
- If you remain concerned, you can contact the **Information Commissioner's Office, (<https://ico.org.uk/concerns/>)**