



# Visitors/Contractors Privacy Notice

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' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

We are Kensington Avenue Primary School, part of The Manor Trust, Kensington Avenue, CR7 8BT, a multi-academy trust (MAT). The Trust is the Data Controller for the purposes of data protection law for all the personal data processed.

The Data Protection Officer (DPO) for the Trust is: The Education Space (see 'Contact us' below).

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

- Name
- Contact details (such as address, telephone number, email address)
- Date of birth
- Visit information (purpose, vehicle details, company/organisation, accessibility requirements, time in/out, any other personal data you provide to us)
- Financial information - (such as records of payment)
- Dietary information
- Photographs
- Internal and external CCTV Footage
- Online identifiers (device IP addresses), school surveys, forms

## Why we collect and use this information

We collect and hold personal information relating to our visitors to:

- Identify you and keep you safe while on the school site
- Safeguard and keep pupils and staff safe
- Maintain accurate records of visits to the school
- Provide appropriate access arrangements and information
- To comply with our legal obligations

## The lawful basis on which we use this information

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

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest



Less commonly, we may also process personal information in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use personal information, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

### **Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

## **Collecting information**

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

## **Storing information**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed

Personal information relating to visitors is stored in line with the school's Data Retention Policy.

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

## **Who we share information with**

Where it is legally required or necessary, we routinely share personal information with:

- Our local authority
- Government departments/agencies
- OFSTED
- Management Information System software suppliers/providers (e.g. Arbor, Inventory Visitor management, Catering provider)
- Suppliers and service providers
- Our auditors
- Security organisations
- Health & Social welfare organisations
- Charities and voluntary organisations
- Police, courts or tribunals



## Why we share information

We do not share information without consent unless the law and our policies allow us to do so.

## Transferring data internationally

When we transfer personal information to a country or territory outside the United Kingdom, we will do so in accordance with data protection law.

## Requesting access to your personal information

Under UK GDPR, DPA 2018 and EU GDPR data protection legislation, Individuals have a right to make a '**Subject Access Request**' (**SAR**) to gain access to personal information that the school holds about them.

To make a request for your personal information, please use the relevant form found on our website or contact the school office directly for a hardcopy.

You also have the right to:

- object to processing of personal information 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 information rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

## Further information

If you have a concern about the way we are collecting or using your personal information, 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/>

## Contact Us

Our Data Protection Officer is The Education Space who can be contacted at [dpo@theeducation.space.co.uk](mailto:dpo@theeducation.space.co.uk)

If you would like to discuss anything contained within this privacy notice, please contact the school office or email [dataprotection@kaps.croydon.sch.uk](mailto:dataprotection@kaps.croydon.sch.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 20th September 2024

