



General Data Protection Regulation (GDPR) Haydn Primary School Visitor Privacy Notice

May 2018

Privacy Notice

This privacy notice explains how we collect, store and use personal data about visitors to our school.

Who processes your information?

Haydn Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which and the manner in which, any personal data relating to visitors is to be processed.

Why do we collect and use your information?

New Data Protection legislation which includes provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 take effect from May 25 2018, including provisions relating to 'lawfulness of processing' and 'processing of special categories of personal data'.

The school collects, stores and uses personal information about visitors for purposes consistent with the Education Act 1996. The legal basis under which the school uses personal data for these purposes is that it is necessary for the performance of a task carried out in the public interest by the school or in the exercise of official authority vested in the school. If the information you provide to the school includes special categories of personal data such as race, ethnicity and religion then information in these categories will be used by the school on the basis that such use is necessary for reasons of substantial public interest and in accordance with Data Protection legislation.

Which data do we collect, hold and share?

The personal data that we collect, use, store and share (where appropriate) about you includes, but is not restricted to;

- Personal information (such as name, contact details, car registration details)
- Relevant medical information
- Evidence that you hold an Enhanced Disclosure and Barring Service Certificate where appropriate
- CCTV images captured in school

Why we use this data

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

- Meet our statutory obligations for safeguarding
- Identify you and safely evacuate the school in the event of an emergency
- Ensure we facilitate any additional requirements you may have during your visit to our school

The lawful basis for using this data

We only collect and use personal information about you when the law allows us in order 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

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)

Collecting this information

While the majority of information we collect from you is mandatory, there may be 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 or whether you have a choice. Where you have

provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent.

Data storage

We store relevant information about visitors in both paper and electronic form in the Main Office. This information is kept secure and is only used for purposes directly relevant to work with the school. We do not hold personal information indefinitely and effectively. Data is only stored for as long as is required to meet the purpose for which it was originally collected after which it will be deleted or destroyed.

Data sharing

We do not share information about you with any third party without your 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 you with:

- Our local authority – if we have any concerns relating to safeguarding
- Police forces, courts – to assist them discharging their legal duties

Your rights - Requesting access to your personal data

Under data protection legislation, visitors have the right to request access to information about them that we hold.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

Your other rights regarding your data

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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
- Seek redress for damages caused by a breach of the data protection regulations

Contact Us

If you have any questions, concerns, wish to exercise any of your rights or make a request for your personal information please contact our Data Protection Officer at dpo@haydn.nottingham.sch.uk.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>

- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF