



Oakgrove School

Visitor Privacy Notice

This Policy was written by SMBC (Summer 2018) and adopted by Oakgrove School

| Version | Author | Policy approved by | Approval date | Review date | Changes made? |
|---------|-----------------------------|-----------------------------|---------------|-------------|---------------|
| V1 | Information Governance Team | Information Governance Team | 15.06.2018 | 01.09.2019 | No Changes |
| V2 | Information Governance Team | Information Governance Team | 01.09.2019 | 01.09.2020 | No Changes |
| V3 | Information Governance Team | Information Governance Team | 23.09.2020 | 01.09.2021 | Annual review |
| V4 | Information Governance Team | Information Governance Team | 10.11.2021 | 01.09.2022 | Lawful basis |

How we use visitors data;

We Oakgrove School are a data controller for the purpose of the General Data Protection Regulation. We do not receive any visitor data from third parties, all information is received from the individuals upon their arrival at the school.

If you are visiting the school, you will be required to sign in at reception and show some ID to reception staff if you are not known to them.

We collect your information to;

- safeguard all children and staff both during and outside of school hours when they are on our site
- ensure that all children and staff learn and work in an environment where they are safe and free from harm
- issue visitor passes
- keep a log of visitors in the building

The categories of visitor data we collect include;

- Personal information such as;
- Name, organisation, image, vehicle registration, DBS information, purpose of visit

The lawful basis on which we use this information;

Public Task;

We are required to process visitor data in order to comply with our public task;

- ensure that the security of our pupils, staff, visitors, buildings and their contents are maintained at all times.
- Maintain logs of individuals in the building to comply with health and safety obligations

The following information is processed as a result of the schools' public task;

- Name, organisation, image, vehicle registration, DBS information

Storing visitor data;

We hold all visitor data in line with the agreed retention schedule.

Who we share visitor data with;

We do not routinely share this information with any external organisations or third parties.

There may be circumstances in which we may lawfully share your data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

We will not give information about you to anyone outside this establishment without your consent unless the law permits it.

Requesting access to your personal data

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information, please contact the school office by email: schooladmin@oakgrove-primary.stockport.sch.uk to make a request or alternatively you can view our Data Subject Rights Policy at

<http://www.oakgrove-primary.stockport.sch.uk/>

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

If you have a concern about the way we are collecting or using your personal data, we request 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

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

Oakgrove School

Email: schooladmin@oakgrove-primary.stockport.sch.uk

Phone: 0161 437 4956

Data Protection Officer

Karen Lane

1st Floor

Stopford House

Piccadilly

Stockport

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IGschoolsupport@stockport.gov.uk

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