



Head of Federation
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Privacy Notice: VISITORS

This privacy notice lets you know what happens to any personal data that you give the School when you sign-in as a visitor to the School and how the School complies with GDPR (General Data Protection Regulations) and the Data protection Act 2018.

What we collect

We may collect the following personal data as part of the process of signing in as a visitor:

- Full Name
- Purpose of Visit and/or who you are visiting
- Date and Times
- Registration Number
- Telephone contact for 'track and trace' purposes

Why We Collect

This data is collected in order to accurately track visitors to the School as part of our legal obligation to comply with Safeguarding and the Health & Safety at Work Act 1974 (HSWA).

Your details may be used to contact you in the event of an emergency, or if you are unaccounted for. This data will only be used on the day of your visit.

The School will not use this data for any other purposes.

Who do we share this information with?

This data is not routinely shared with any external parties, but may be shared with emergency services in the case of an incident at the School.

How long do we store this information for?

This data will be kept for + 6 years, and then will be destroyed.

Who has access to the information?

The School will ensure that suitable physical, electronic and managerial procedures are in place to safeguard and secure the data we collect and to ensure that only staff with an operational need have access.

Your rights

As a visitor (data subject) you have the following rights:

- Right of access
- You have the right to request to see a copy of the data we hold about you
- Right to rectification
- You have the right to request corrections to the data we hold about you if it is incorrect

Contact us

If you have any questions relating to visitor sign-in or how we use your data, you should ask at Reception.

You have the right to lodge a complaint against the School regarding data protection issues with the Information Commissioners Office (ICO) (<https://ico.org.uk/concerns>)

If you have any questions relating to data protection at the School, you should contact our Data Protection Officer – **i-West**

Data Protection Officer Email –
i-west@bathnes.gov.uk

Telephone - 01225 395959