

# LADYBROOK PRIMARY SCHOOL



## PRIVACY NOTICE - VISITORS

| Version | Author  | Policy approved by | Approval date | Review date | Changes made?  |
|---------|---------|--------------------|---------------|-------------|--|
| V1      | IG Team | IG Team            | 15.06.2018    | 01.09.2019  | No Changes   |
| V2      | IG Team | IG Team            | 01.09.2019    | 01.09.2020  | No Changes   |
| V3      | IG Team | IG Team            | 23.09.2020    | 01.09.2021  | Annual review  |
| V4      | IG Team | IG Team            | 10.11.2021    | 01.09.2022  | Lawful basis   |
| V5      | IG Team | IG Team            | 28.10.2022    | 01.09.2024  | Categories of data<br>Storing visitor data                               |
| V6      | IG Team | IG Team            | 04/10/2024    | 01/09/2026  | Minor<br>formatting/wording,<br>lawful basis detail<br>added, complaints |

## How we use visitors' data

We Ladybrook Primary School are a data controller for the purpose of the UK General Data Protection Regulation (GDPR). 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 and keep a log of visitors in the building.
- Ensure that appropriate access arrangements can be provided for volunteers who require them.

## The categories of visitor data we collect include;

- Name and contact details.
- Information relating to your visit such as your company's name, vehicle registration and times when you were in the school.
- Information relating to safeguarding e.g. DBS checks.

## The lawful basis on which we use this information

When we collect, process or share your information, we ensure it is lawful for at least one of the following reasons:

- **Article 6(1)(c) - legal obligation**

We are required to process visitor data so that we meet the legal requirements imposed upon us.

- **Article 6(e) - public interest**

Processing your data is necessary to perform tasks that schools are required to perform as part of their statutory function to ensure your child receives an education.

Sometimes, we may also use your personal information where:

- **Article 6(1)(a) – consent**

You have given us consent to use your data in a particular way.

- **Article 6 (d) - vital interest**

It is in your or another's vital interests for your personal information to be passed to these people or services, to the extent that it is necessary to save someone's life.

We do not process any special categories of personal data, except where necessary under the following provisions:

- Explicit consent is given by the data subject **(Article 9(2)(a))**.
- Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy. **(Article 9(2)(g))**.
- Where the processing is necessary in order to ensure your health and safety on the school premises, including making reasonable adjustments for any disabilities you may have. **(Article 9(2)(h))**.

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to your withdrawal. Please contact Ladybrook Primary School should you wish to withdraw your consent for any of the above activities.

## Storing visitor data

We hold visitor data securely and in line with our Records Retention Schedule.

When this information is no longer required, it will be confidentially destroyed or deleted.

For more information on our data retention schedule and how we keep your data safe please contact Karen Fairweather.

## 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 [admin@ladybrook-primary.co.uk](mailto:admin@ladybrook-primary.co.uk) or alternatively you can view our Data Subject Rights Guidance at <https://www.ladybrook.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

## Contact us

If you would like to discuss anything in this privacy notice, please contact:  
[admin@ladybrook-primary.co.uk](mailto:admin@ladybrook-primary.co.uk)

Or the School's Data Protection Officer:  
[IGschoolsupport@stockport.gov.uk](mailto:IGschoolsupport@stockport.gov.uk)

## Complaints

If you're not satisfied with the way we have handled your personal information, you have the right to make a complaint to the Information Commissioner.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Email: <https://ico.org.uk/concerns/>

This right is not dependant on you raising a complaint with us first, but we would encourage you to contact our Data Protection Officer by emailing [IGSchoolSupport@stockport.gov.uk](mailto:IGSchoolSupport@stockport.gov.uk) so we can consider your concerns as quickly as possible.