

Button Lane Primary School



Privacy Notice – Visitors

Date: 04/10/2022

Review Date: 04/10/2023

Version: 1

Document Owner:

Button Lane Primary School

A: Button Lane, Manchester, M23 0ND

T: 0161 945 1965 | E: admin@buttonlane.manchester.sch.uk

Introduction

Under the UK General Data Protection Regulation (UK-GDPR), you have a right to be informed about how Button Lane Primary School uses your data. This privacy notice outlines how we collect, store and use personal data when you visit our school.

Data Controller

Button Lane Primary School is the Data Controller for the personal data that we process, this means that we are responsible for that data and make decisions on how it is processed.

Data Protection Officer (DPO)

The school has appointed a DPO to oversee and monitor data protection procedures and ensure the school is compliant with the UK General Data Protection Regulation and Data Protection Act. Our DPO is Danielle Eadie of RADCaT Ltd who works alongside Mrs Cooke, School Business Manager (SBM). Any queries regarding data protection should be directed to the school office in the first instance using the following details:

Button Lane Primary School

A: Button Lane, Manchester, M23 0ND

T: 0161 945 1965 | E: admin@buttonlane.manchester.sch.uk

The personal data we hold

To comply with our legal obligations, we may collect some or all of the following types of data when you visit the school:

- Personal details: name and contact details including telephone number(s) and email address.

- Information related to your visit: company name, arrival and departure times and vehicle registration.
- Images: your photograph for identification purposes and images captured on the school CCTV system.
- DBS information.
- Information regarding any access arrangements you may need.

In addition, if you are a supplier or contractor working with the school, we may collect the following data:

- Names, characteristics and contact details of representatives and other individuals employed by you or working on your behalf to fulfil your contract with us.
- References, CVs, and details of an individual's employment history if collected as part of a bidding or tendering process.
- Safe workplace / contractor details including qualifications, experience, and certifications.
- Bank details, financial information, and insurance details if you are a sole trader.
- Any other personal data necessary to fulfil the terms of a contract we have with you.

Why we process this data?

Visitors – we use this data to:

- Identify you and keep you safe whilst on the school site.
- Keep pupils, staff and other members of the school community safe.
- Maintain accurate records of visits to the school.
- Provide an effective service to you if renting space on our premises.
- Provide appropriate access arrangements.

Suppliers and Contractors – we use this data to:

- Decide whether to engage with you.
- Fulfil the terms of any contract with you including payment.
- Keep accurate records of the suppliers the school uses.
- Identify you and your representatives, employees, and agents whilst on school site.
- Keep pupils, staff and other members of the school community safe.
- Maintain accurate records of visits to the school.

Where we get your data?

All visitors to the school will be expected to complete our sign in process upon arrival; the school have an electronic sign in system that visitors will input the details into themselves.

For suppliers and other third parties visiting the school, we will collect some data directly from you or your company prior to arrival to establish our working relationship and contract with you.

Do we share your data with any third parties?

We do not routinely share information about visitors or suppliers with any third party without 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 visitors with:

- Our local authority – to meet our legal obligations to share certain information with it, such as where the visitor or supplier information is relevant to a safeguarding concern
- The Department for Education
- Educators and examining bodies
- Our regulator e.g., Ofsted, Independent Schools Inspectorate
- (Where applicable) Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- Our auditors
- Health authorities – e.g., the NHS ambulance service
- Security organisations – e.g., our outsourced monitoring service for supplier that commence work prior to school being open
- Professional advisers and consultants – to seek advice where necessary to protect the school's interests
- Police forces, courts, tribunals
- The organisation or company you are representing

Transferring data internationally

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

Our lawful basis for using this data

Under the General Data Protection Regulation (UK-GDPR), the school rely on one or more of lawful bases below for processing your personal data:

- We have a **legal obligation** to record visitor data for various reasons including security checks and to comply with Health & Safety and Fire Regulations
- We have entered into a working relationship with you as a supplier / contractor and therefore need certain data to fulfil our **contractual obligations** with you.
- It is necessary to process your data in the interest of the **public** for safety and security purposes.
- We need the data to protect the **vital interests** of you or someone else within the school community. Should a situation arise where you need urgent medical care or become incapacitated whilst on site, we have an obligation to share details such as your name with emergency services.

How we store your personal data & how long we keep it?

Any personal data that we hold in paper format is securely stored on the school site. Most electronic data that we process is stored securely on the school server.

Sometimes, our third-party data processors store your personal data on their servers to fulfil their services to us. In such cases, the school will ensure that all data is securely stored in line with the UK-GDPR and our own technical security standards.

In line with the UK-GDPR, we will only process your personal data for as long as necessary to fulfil the purposes outlined above. Our records management policy and retention schedule provide a full outline of how long we are likely to process your personal data. Please contact the school office to obtain a copy.

Your data protection rights

Under the UK-GDPR, you have a right to access the personal data that we hold about you through a subject access request (SAR). If you make a SAR and we do process the data you have requested access to, we will:

- Give you a description of it
- Explain why we are processing it and how long we will hold it
- Explain where we collected the data if not from you
- Outline if the data has been or will be shared with any other parties
- Inform you if any automated decision making has been applied to the data and provide any consequences of this
- Provide you with a copy of the data in an intelligible form.

Along with the right to access your personal data, you also have the following rights under the UK-GDPR:

- The right to ask us to rectify any personal information you feel is inaccurate or incomplete
- The right to ask us to erase your personal data in certain circumstances
- The right to ask us to restrict the processing of your personal data in circumstances
- The right to object to the processing of your personal data in certain circumstances
- The right to ask us to transfer the personal data you provided to another organisation in certain circumstances.

You will not be required to pay any fee for exercising your rights; if you make a request the school will respond within one calendar month. Please contact us if you wish to make a request.

Complaints

If you have any concerns at all about how we process your personal data, please contact us in the first instance so that we can help resolve any issues:

Button Lane Primary School

A: Button Lane, Manchester, M23 0ND

T: 0161 945 1965 | E: admin@buttonlane.manchester.sch.uk

You can also complain to the Information Commissioners Office (ICO) if you are unhappy with how we have used your data:

Information Commissioners Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline: 0303 123 1113

Website: <https://www.ico.org.uk>