St. Paul's C of E Primary School

Privacy Notice

Visitors

How we use visitors' data

We, St Paul's CE Primary School, are a data controller for the purposes of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

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

We collect your information to:

When you visit our school, we may collect personal information in order to:

- Safeguard pupils, staff and visitors.
- Maintain the security of the school site and premises.
- Control access to school buildings.
- Verify the identity of visitors where appropriate.
- Comply with our legal safeguarding and health and safety obligations.
- Manage and record attendance at meetings, events and visits.
- Investigate incidents or concerns where necessary.
- Ensure that appropriate access arrangements can be provided for those who require them.
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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, purpose of your visit and times when you were in the school.
- Photographs (where visitor management systems issue photo passes)
- CCTV images captured whilst on school premises.
- Information relating to safeguarding e.g. DBS checks.

We may also collect special category data from you where relevant your health and safety;

- Disability, health and access requirements.

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**

Where processing is necessary to comply with obligations relating to safeguarding, health and safety, and security.

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

Where processing is necessary for us to carry out our public functions as a school.

Sometimes, we may also use your personal information where:

- **Article 6(1)(a) – consent**

You have given us consent to use your data for a specific purpose.

- **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.

Where we process special category personal data, such as health or disability information, we will ensure an appropriate condition under Article 9 UK GDPR also applies.

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 admin@st-pauls.stockport.sch.uk should you wish to withdraw your consent for any of the above activities.

How Long We Keep Your Information

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

We maintain a visitor management system to store personal information about all visitors. The information contained in this system is kept secure and is only used for purposes specified by this privacy notice.

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 admin@st-pauls.stockport.sch.uk.

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@st-pauls.stockport.sch.uk, or alternatively you can view our Data Subject Rights Guidance on the school website.

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:
Mrs H Saville, School Business Manager 0161 480 5403

Or the School's Data Protection Officer:
IGschoolsupport@stockport.gov.uk

Complaints

If you are concerned about the way we have handled your personal information, please contact the school in the first instance.

If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
https://ico.org.uk/make-a-complaint/

Document Control

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Links with other policies, procedures, or guidance	
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Revision and Approval

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Approved by (school)	TBC
Approval date	TBC
Next review date	01/09/2028
Any changes made	Information we collect updated. Complaints section changed in line with Data Use and Access Act 2026

Change History

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