



## Privacy Notice for Visitors – How we use your information

2022/23

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### Who are we?

Newburgh Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Newburgh Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z9878915

You can contact the Data Controller in writing at:

Newburgh Primary School, Kipling Avenue, Warwick, CV34 6LD or [admin2325@welearn365.com](mailto:admin2325@welearn365.com)

### What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

### What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

### What personal information do we process about visitors to our school?

The categories of applicant information that we may collect, hold and share include:

- Name
- Contact details
- Information relating to your visit, e.g. your company or organisation name, arrival and departure time, car number plate
- Information about any access arrangements you may need
- DBS details where appropriate

We may also collect, hold or share the following "special categories" of more sensitive personal information:

- Information about your health or any relevant disabilities

### **How is your personal information collected?**

We collect personal information about visitors when you sign into our school premises via the main school office.

### **For what purposes do we use visitors' personal information?**

We will use your personal information to:

- Keep a record of visitors
- Identify you and keep you safe within the school site
- Keep pupils and staff safe
- Maintain accurate records of visits to the school
- Provide appropriate access arrangements

Information about your disability status may be used in order to consider where reasonable adjustments need to be made during your visit to the school.

### **Our lawful basis for using this data**

We only collect and use your personal data when the law allows us to. Most commonly, we process it where we need to comply with our legal obligation to keep our pupils and staff safe while on the school premises. Less commonly, we may also process your personal data in situations where:

- We need to perform an official task in the public interest
- We may have obtained consent to use it in a certain way
- We need to protect someone's vital interests (save your life, or someone else's)

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how to withdraw it. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

### **Who might we share your information with?**

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way. We will not share your data with third parties, unless the law requires us to do so.

Procedures are also in place deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

### **What do we do with your information?**

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. Newburgh Primary School monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

### **How long do we keep your information for?**

In retaining personal information, Newburgh Primary School complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which Newburgh Primary School are required to retain information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolToolkit>

### **Transferring data internationally**

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

### **What are your rights with respect of your personal information?**

Under data protection law, applicants have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk) or alternatively;

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL

**\*\*Please ensure you specify which School your request relates to.**

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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Review**

The content of this Privacy Notice will be reviewed in 12 months' time or sooner where updates are necessary.