



Privacy Notice for Visitors

1. Introduction

We collect and use personal information about visitors so that we can operate effectively as a school.

This privacy notice explains how we collect, store and use (i.e. process) visitors' information, as well as what rights visitors have in relation to our processing of their information.

If you would like to discuss anything in this privacy notice at any time, please contact:

School Lead:	Gareth Owens, Headteacher headteacher@longcrendon.bucks.sch.uk 01844 208225
Data Protection Officer:	Nicola Cook, SchoolsDPO Ltd nicola@schoolsdp.com 01296 658502

2. The categories of visitor information we process includes:

- **Personal identifiers**, e.g. name, organisation and job title, photo (digital entry system)
- **Visit details**, e.g. date and time of arrival/departure and who you are visiting
- **Security information**, e.g. vehicle registration number (if using the school car park)
- **Safeguarding and health information**, e.g. DBS status (where appropriate) and any relevant health or access requirements you choose to share with us
- **Information** derived from monitoring IT acceptable use standards. Our school provides a filtered internet environment. If you connect to our Guest Wi-Fi, we collect your device's MAC address and logs of your web activity. Use is subject to the school's Acceptable Use Policy (AUP).

3. Why we collect and use visitor information

The personal information we collect and use is essential for us to operate effectively as a school and trust and meet our legal obligations.

We collect and use visitors' personal information for the following purposes:

- a. Keep the school site secure
- b. Safeguard pupils, staff and visitors
- c. Maintain accurate records of who is on site, including for fire evacuation purposes
- d. Meet our legal obligations in relation to safeguarding and health & safety
- e. Comply with the DfE Digital and Technology Standards (Filtering and Monitoring)
- f. Ensure our site is accessible and that appropriate support can be provided where required.

4. Collecting visitor information

Most of the personal information we process is collected directly from visitors when they arrive on site.

Some information may be mandatory for safeguarding and security purposes. Where this is the case, it will be made clear at the point of collection.

In some cases, information may be provided to us in advance of a visit by the organisation you represent.

5. Storing visitor information

A significant amount of visitor information is stored electronically, for example within our visitor management system. Some information may also be recorded in hard copy format.

We hold visitor information in line with our retention schedule.

6. Automated decision making and profiling

Our school does not use your personal data to make any fully automated decisions (decisions made entirely by software or automated systems without human review) or to create automated profiles about you. Every decision regarding your site access, safety verification, visit to the school etc is always made by our staff members.

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7. Use of Artificial Intelligence (AI)

Our school uses artificial intelligence (AI) tools (either directly or through the software and third-party systems we use) to help staff process personal data belonging to visitors (for example, to scan and register visitor passes, summarize logs from security systems, or manage on-site visitor check-ins).

For an up-to-date list of the AI tools approved for use by our school, please refer to our AI policy.

8. Who we share visitor information with

We do not routinely share visitor information with third parties.

From time to time, we may share visitor information where necessary, including:

- Emergency services, where required for health and safety reasons
- Police and law enforcement agencies
- Local Authority or other organisations where there is a legal obligation to do so.

We do not share information about our visitors with anyone without consent, unless the law and our policies allow us to do so.

When we share visitor information with third parties, we will always ensure that we share the minimum amount of information necessary for the purpose of the sharing. We will also require them to keep visitor personal information secure and to treat it in accordance with data protection law.

9. The lawful basis on which we use this information

Our school, as a data controller, needs to comply with the UK's General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018. We are required to ensure we have a lawful basis under the GDPR for any processing we carry out on personal data.

Under Article 6 of the GDPR, the lawful bases we rely on for processing visitor information are:

- We need to comply with a **legal obligation**
- We need to meet our **public task** of running our school and keeping everyone safe
- We have a **legitimate interest**
- We need to protect someone's life (**vital interests**) in an emergency.

Our lawful bases under the GDPR for the purposes listed in section 3 above are as follows:

- a. Keep the school site secure – **public task**
- b. Safeguard pupils, staff and visitors – **legal obligation, public task**
- c. Maintain accurate records of who is on site – **legal obligation, public task**
- d. Meet our legal obligations – **legal obligation**
- e. Ensure accessibility and support – **public task**

Some personal information requires extra protection because it is considered more sensitive. This includes race, ethnicity, religious beliefs, medical conditions, genetic information and biometric data.

Under Article 9 of the GDPR, if we are processing visitors' special category data, we will also rely on one of the following lawful conditions:

- We have **explicit consent**, where you have voluntarily provided health information to ensure we can meet your needs during your visit
- For reasons of **substantial public interest**, keeping visitors safe and ensuring equality of opportunity/treatment
- To establish, exercise or defend **legal claims**
- To protect someone's life (**vital interests**) in an emergency.

In addition, under the UK's Data Protection Act 2018, we rely on the processing conditions at Schedule 1 part 1, paragraphs 8 and 18. These relate to the processing of special category data for safeguarding and equality of opportunity/treatment. Our Appropriate Policy Document provides more information about this processing.

10. The lawful basis of consent

Whenever we rely on consent as our lawful basis, it must be freely given, informed and clear. It can also be withdrawn at any time by contacting the school lead (details on the first page).

Visitors' Data Protection Rights

Under the GDPR visitors have the right to request access to the information about them that we process (a **subject access request**).

To make a subject access request for your information, please contact the school lead (details on first page).

Visitors also have the right to:

- Have their personal data corrected if it is inaccurate or incomplete
- Request the deletion or removal of personal data where there is no compelling reason for its continued processing
- Restrict the processing of their personal data (i.e. permitting its storage but no further processing)
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect upon them.

For more information on how we handle subject access requests, please see our Data Protection Policy.

11. How you can help us

As a school, we have limited staff resources outside of term time. It is really helpful if visitors can make any requests to exercise their data protection rights (including subject access requests) during term time and not too close to the end of term. This will support us in responding as quickly as possible to any requests, which we always want to do.

12. Any concerns

We take any concerns about our collection and use of personal information very seriously, so please contact us (details on first page) to raise any concerns in the first instance.

Alternatively, you also have the right to raise your concerns with the Information Commissioner's Office and you can find more information about how to do this [here](#).