Policy name:	Privacy Notice for Visitors
Author(s):	One West
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This Privacy Notice informs you about what happens to any personal data that you give the School when you sign-in as a visitor to the School and how the School complies with GDPR2016 (and the Data Protection Act 2018.

For the purposes of data protection law, Equa Mead Learning Trust is registered as a data controller with the Information Commissioner's Office.

What we collect

We may collect the following personal data as part of the process of signing in as a visitor:

Your full name
The organisation that you work for
Whom you are visiting
The date and sign in and out times of your visit

Why we collect your data

We collect data in order to accurately track visitors to the School as part of our legal obligations to comply with safeguarding and health and safety law.
We also collect the data on the basis of the School's legitimate business interests so that we can resolve issues where cars have been "blocked in."
Where you have provided your details in relation to track and trace obligations (Covid 19) a separate Privacy Notice applies and will be provided to you.

What your data is used for

Your details may be used to contact you in the event of an emergency, if your car is causing an obstruction or problem, or if you are unaccounted for on the day of your visit, for example we need to locate you in the case of a fire.
The School will not use this data for any other purposes unless required to do so by law

Whom do we share this information with?

This data is not routinely shared with any external parties, but may be shared with emergency services in the case of an incident at the School, or with safeguarding partners if there is a need to do so.

How long do we store this information for?

This data will be kept for + 6 years, and then will be destroyed.

Who has access to the information?

Only those who need to see the information to fulfil the purposes above will have access to it. The School will ensure that suitable physical, electronic and managerial procedures are in place to safeguard and secure the data we collect and to ensure that only staff with an operational need have access.

Your rights

Please refer to the School's main Privacy Notice for full details of your rights. As a visitor (data subject) you a number of rights which include:

Right of access

You have the right to request to see a copy of the data we hold about you.

Right to rectification You have the right to request corrections to the data we hold about you if it is incorrect.

Contact us

If you have any questions relating to visitor sign-in or how we use your data, you should ask at Reception.

You have the right to lodge a complaint against the School regarding data protection issues with the Information Commissioner's Office (ICO) (https://ico.org.uk/concerns).

If you have any questions relating to data protection at the School, you should contact our Data Protection Officer – i-West

Data Protection Officer
Email - i-west@bathnes.gov.uk
Telephone - 01225 395959