



FAIR PROCESSING NOTICE FOR VISITORS

We process data about our visitors so that we can run effectively as a school and to meet our legal obligations. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and your rights.

We will always make sure that personal data is protected and treated securely. Any information that we process will be held in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other UK or EU data protection legislation

Our contact details

St Anne's C of E (A) Primary School
Harrington Street
Worksop
Nottinghamshire
S80 1NQ

Telephone: 01909 473223

Email: office@st-annes.notts.sch.uk

Our Data Protection Officer is Kristy Gouldsmith and she can be contacted at the school email address:

dpo@st-annes.notts.sch.uk

What personal data do we collect about you, how do we use that personal data and what is our legal basis?

When you visit us, we collect your name, image, car registration and who you're visiting. We collect this information via the tablet in reception. We do this as we have a legal obligation and you cannot enter our premises without signing in.

We also collect your image via our CCTV and this is a legitimate activity for us (safety, security and crime prevention).

Who do we share your personal data with?

We share visitor's information with the following, when required:

- the police or other law enforcement agencies if we have to by law or court order;
- emergency services;
- our legal advisors;
- our insurance providers; and
- our software providers.

Transferring data internationally



While we make every effort to ensure that data is kept in the EU or EEA, some of our software providers may host the data in countries outside of the EU or EEA. Please enquire if you wish to have this information.

What are your privacy rights

Under GDPR, you have the right to request access to information about you. To make a request for your personal information, please contact our DPO.

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

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/>

For more information about your Data Subject Rights, please refer to the ICO website – <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulations-gdpr/individual-rights/>

We are registered with the Information Commissioner's Office.

Contact

If you would like to discuss anything in this privacy notice, please contact our DPO.