



**St Matthew's CofE Primary School**  
**Visitor Privacy Notice**

## Privacy Notice - How we use visitor information

This privacy notice explains how we collect, store and use personal data about individuals employed at our school.

We are the data controller of personal information about you. We are St Matthew's CE Primary School, Duddeston Manor Road, Nechells, Birmingham B7 4JR. Our Data Protection Officer is Sharon French. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer via email [dpo@st-matthews.bham.sch.uk](mailto:dpo@st-matthews.bham.sch.uk) or telephone 0121 359 1602. This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

### The categories of visitor information that we collect, hold and share include:

- Personal information (such as name, car registration, company name and address)
- Photographs including visitor badge
- CCTV images captured in school

We may also hold data about visitors in the purposes of managing and operating the school.

We use CCTV at our buildings for the purposes of crime prevention, security and health and safety and, accordingly, will capture imagery of visitors to the school.

### Why we collect and use this information

We collect and hold personal information relating to our visitors when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

### The lawful basis on which we use this information

Except in the circumstances highlighted below, we process this information on the basis of our legitimate interests:

- we have a legitimate interest in wishing to interact with you to manage and operate effectively our College and to ensure that the College is safe and secure for all persons visiting; and
- to be able to do so, we need to understand details of who is in the building and to be able to communicate with them.
- We need to protect your vital interests (or someone else's interests)

Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation.

Some of the reasons listed above for collecting and using visitors information overlap, and there may be several grounds which justify our use of this data.

## Collecting visitor information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## Storing visitor data

Personal data is stored in accordance with our data protection policy.

We maintain a file to store personal information about all visitors. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school.

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with our [record retention schedule/records management policy]. We hold visitor data for the periods specified in the Information and Records Management Society's Toolkit for School ([Click here to download a copy from our website](#))

## Who we share visitor information with

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about visitors with:

- Our local authority – to meet our legal obligations to share certain information with it, such as details of visitors
- Government departments or agencies – to meet our legal obligations to share information about visitors
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as EdIT Limited who maintain our visitor sign-in screen

## Why we share visitor information

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

## Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about them that we hold.

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

To make a request for your personal information please contact:

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### [Your rights over your personal data](#)

You have a number of rights over your personal information, which are:

- You should be informed about how the School uses your personal data.
- You can request that your personal data is amended if it is inaccurate or incomplete.
- You can request that your personal data is erased where there is no compelling reason for its continued processing.
- You can request that the processing of your data is restricted in certain circumstances.
- You can object to your personal data being processed in certain circumstances.
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further Information

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

**Data Protection Officer at: [dpo@st-matthews.bham.sch.uk](mailto:dpo@st-matthews.bham.sch.uk) or  
Headteacher - Miss Sonia Thompson on 0121 359 1602**