



# Stanley Park Junior School Privacy Notice - How We Use Visitor Information

At SPJS we welcome visitors to our school and we work hard to ensure that all our children are kept safe.

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

- Name
- Who you are meeting
- Time of arrival and departure
- Live CCTV footage of you entering school premises (This may be stored by the Infants' School for one month)

## Why we collect and use this information

We use visitor data:

- to safeguard pupils
- to meet Health and Safety Legislation
- to meet Fire in the Workplace Legislation
- to keep the site secure and safe
- To assist with the organisation of events and meetings

## The lawful basis on which we use this information

We collect and use visitor information under:

- Vital Interests - to keep our pupils safe in terms of safeguarding
- Legal Obligation - meeting H&S and Fire in the Workplace Legislation
- Legal Obligation - meeting Safeguarding Legislation

## Collecting visitor information

Visitor information we collect is mandatory. Our legal obligations require us to record the names of all visitors on site.

## Storing visitor data

We hold visitor data for 7 years.

- We only store visitor data in the Visitor signing-in Book  
(If you don't want other visitors to see your name please speak to the reception staff)

## Who we share visitor information with

We may share visitor information with:

- The police
- Insurance claims
- Accident Reporting/HSE
- Any requests from third parties in the event of a safeguarding incident

## 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.

## Requesting access to your personal data

Under data protection legislation, visitors have the right to request access to information about them that we hold. To make a request for your personal information contact the Headteacher at the school.

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, 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/>

### **Telephone Conversations**

All telephone conversations made to and from the main school number are recorded. These recordings can be accessed for up to 12 months from the date of the call. We collect this information to verify conversations that have been held. Recordings of calls can be accessed to support disciplinary and complaints procedures etc. Copies of any calls that are made for such purposes will be deleted within 30 days of the completion of the process.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact Amanda Lamy at the school.