Visitors Privacy Notice

This Privacy Notice informs you about what happens to any personal data that you give the school when you sign-in as a visitor and how the school complies with the United Kingdom General Data Protection Regulations (UKGDPR) and the Data Protection Act 2018.

For the purposes of data protection law, Lighthouse Schools Partnership are registered as 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 purpose of your visit
The date and sign in and out times of your visit
Registration Number (if you are bringing a car on site)
A photograph to be printed onto a visitor badge for ID purposes

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 data based on the school's legitimate business interests (following a Legitimate Interest Assessment), so that we can resolve issues such as cars being "blocked in" in the school's car park.

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

As *a visitor* (data subject) you have a number of rights which include:

- the right to access personal data held about them (the right of subject access);
- the right to be informed about how and why their data is used - and you must give them privacy information;
- the rights to have their data rectified, erased or restricted;
- the right to object;
- the right to portability of their data; and
- the right not to be subject to a decision based solely on automated processing.

Contact and Complaints

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the school office or the Lighthouse Schools Partnership (email: dpo@lsp.org.uk).

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please consider raising this with us in the first instance. Our Complaints Policy is available on the Lighthouse Schools Partnership website.

Alternatively, you can make a complaint by contacting our Data Protection Officer at:

Address: One West, Bath and North East Somerset Council,
Lewis House,
Manvers Street,
Bath BA1 1JG

Email: i-west@bathnes.gov.uk
Telephone number: 01225 395959

Or the Information Commissioner's Office:

Report a concern online at https://ico.org.uk/concerns/

Address: Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire SK9 5AF

Telephone Number: call 0303 123 1113