



ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL
Dorset Road, Christchurch, Dorset, BH23 3DA
Headteacher: Peter Doherty

Tel: 01202 485976
Email: admin@stjosephs.dorset.sch.uk

Privacy Notice for Visitors to St Joseph's Catholic School

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **visitors** to the school.

We, St. Joseph's Catholic Primary School, Dorset Road, Christchurch, Dorset BH23 3DA are the 'data controller' for the purposes of data protection law.

Our data protection officer is Amanda Flack (see 'Contact us' below).

The personal data we hold

When you visit our school, we collect and process the following personal information:

- Your name
- Contact details
- The organisation you represent (if applicable)
- DBS Check details (if applicable)
- The date and time of your visit
- The purpose of your visit
- Your signature
- **A photograph of you** (captured by our electronic visitor management system)

Why we use this data

We collect this information to meet our health and safety obligations to visitors and to keep staff, pupils, and visitors safe and secure. The Data Protection Act 2018 and UK GDPR place duties on us to process personal information fairly and lawfully and to keep the information we hold safe and secure.

Our legal basis for using this data

Our lawful basis for processing your personal data is:

- **Public task** - we need this information to fulfil our function as a school and to ensure the safety and security of everyone on our premises
- **Legal obligation** - we have health and safety duties to account for all visitors in the event of an emergency evacuation

How we use your information

We use your personal information to:

- Identify who is on the school premises at any time
- Ensure we can account for all visitors in the event of an emergency evacuation
- Check your identity on arrival and maintain appropriate safeguarding measures
- Monitor and maintain the security of our school site
- Investigate any incidents or concerns that may arise on school premises

Electronic visitor system photographs

Our electronic visitor system captures a photograph of you when you sign in. This photograph:

- Is used to create a visitor badge that you must wear while on school premises
- Helps staff identify authorised visitors
- Is stored securely within our visitor management system
- Will be retained in accordance with our retention schedule (see below)

Who we share your information with

We may share your information with:

- Emergency services in the event of an incident or emergency
- Law enforcement agencies where there is a legal requirement or safeguarding concern
- Our electronic visitor system provider (who processes data on our behalf under a data processing agreement)

The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe.

How long we keep your information

- **Visitor sign-in records (including photographs):** Retained for 6 years from the date of your visit

After these periods, your information will be securely deleted or destroyed.

Your rights

Under data protection law, you have the right to:

- Request access to your personal information
- Request correction of inaccurate information
- Request deletion of your information (in certain circumstances)
- Object to processing of your information
- Request restriction of processing

To exercise any of these rights, please contact our school office.

Complaints

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 raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Amanda Flack, a.flack@stjosephs.dorset.sch.uk , 01202 485976