

Introduction

Under data protection law, individuals have a right to be informed about how Abbeyfield School uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying to work for us.

Abbeyfield School is the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is One West (see page 4).

The personal data we hold

We may collect the following personal data as part of the process of signing in as a visitor:

Your full name

The organisation you work for

Whom you are visiting

The date and sign in and out times of your visit

Car registration number

Photograph

Why we use this 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 the data on the basis of the School's legitimate business interests so that we can resolve any car parking issues.

Collecting this information

When a visitor arrives at school they are required to sign in using the Sign In app.

How we store this data

The data is stored

Data sharing

The 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.

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How long do we store the data

The data will be stored on the Sign In App for a maximum of 14 days.

How to access the personal information we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

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
- 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 format

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact the School Business Manager.

Other rights regarding your data

Under data protection law, you have the right to:

- Object to your data being used to send you direct marketing or if the processing is based on our public tasks or legitimate interests
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- Request that data which you believe to be inaccurate is amended
- In certain circumstances, have personal data deleted or destroyed, or the processing of the data restricted
- A right to seek redress, either through the ICO, or through the courts.

To exercise any of these rights, please contact School Business Manager.

Data Protection Officer

We have appointed a Data Protection Officer (DPO) to oversee our compliance with data protection legislation. If you have any questions about this Privacy Notice or how we handle your personal information, please contact the DPO:

One West

i-west@bathnes.gov.uk

01225 395959

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You also have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues. However, they would normally expect you to have raised your complaint with us in the first instance.

Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
www.ico.org.uk

0303 123 1113

Updates to our Privacy Notice

We may need to update this privacy notice periodically. This version was last updated on April 24.
