



Rigby Lane, Bromsgrove, Worcestershire B60 2EP
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Privacy notice for visitors

How we use visitor information

Rigby Hall Special School complies with the General Data Protection Regulation 2018, and as such it is important that we inform individuals about how the school uses any personal data held. This 'Privacy Notice' serves to inform individuals about how and why we collect this data and how it is processed. The data we hold is processed for legal purposes and not shared with third parties unless this is required as part of the legal operation of the school.

The categories of visitor information that we process include:

- personal identifiers and contacts (such as name, contact details, company, reason for visit)
- safeguarding information (DBS status)
- photographs (used for school entrance system and visitor badges)
- CCTV images (used for security purposes)

This list is not exhaustive; data may be collected from time to time to support the schools core role of providing education to the students that attend.

Why we collect and use visitor information

We collect and use visitor information, for the following purposes:

- a) enable the development of a comprehensive picture of the visitors to the school for both health and safety and safeguarding purposes
- b) to keep children safe
- c) to meet the statutory duties placed upon us for DfE in terms of safeguarding

Our legal basis for using this data

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing visitor information are:

- for the purposes of the school's legal obligation to provide education
- for the purposes of performing an official task in the public interest

In addition:

- data may be gathered and processed if consent has been given
- data may be processed or shared in order to safeguard an individual

How we collect visitor information

We collect information via a number of different methods; school visitor system software and hand written visitor sheets. Further information may also be communicated with members of staff via email or other means.

Visitor data is essential for the school/ local authority operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

How we store visitor data

We hold visitor data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the school. To read our Data Protection Policy please look on our website www.rigbyhallschool.com

Why we may share visitor information

We do not share information about our 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 school office on 01527 875475 or email the school office on office@rigbyhall.worcs.sch.uk

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
- a right to seek redress, either through the ICO, or through the courts

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

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office on office@rigbyhall.worcs.sch.uk

Contact

If you would like to discuss anything in this privacy notice, please contact the school office on 01527 875475 or email office@rigbyhall.worcs.sch.uk