



Privacy Notice - School Visitors

The school regularly receives visitors onto premises which can include parents, carers, contractors or suppliers amongst others.

To support site security and our obligation to promote the safety of our pupils and staff, schools across the Trust use a sign-in and sign-out system. It is necessary for all visitors to use the system upon arrival and departure.

For this purpose, we may collect the following data where relevant:

- Name
- Car registration
- Car make/model
- Who they are visiting
- The purpose of the visit
- The date and time of arrival
- The date and time of departure
- A digital image of the visitor

The school is the data controller for this information. The legal basis we rely on when using this personal information is Public Task as we undertake this activity to maintain a safe environment for our pupils, staff and visitors.

We do not share this personal information unless we are required to by law, or where it is necessary to protect others.

This information will be retained for a minimum of 6 years from the date of the visit.

There are more details about how we share and manage personal on the website, and in the Data Protection Policy and 'My Rights' document.

Your data will not routinely be stored outside of the UK. If necessary, the school will only do so where it is permitted by law and where appropriate safeguards are in place.

Review

The Trust will update this privacy notice as required and in line with the Trust's policy review schedule. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

AMENDMENT RECORD

Date	Reviewed by	Nature of change	Next review due
5.5.2026	PHP Law/DPO/FAR Committee	New privacy notice.	January 2028 and as required.