Bures Primary School

Privacy Notice for Visitors and Contractors

This privacy notice explains how and why we collect your personal information and what we do with that information for individuals visiting the school. It also explains the decisions you can make about your own information.

This privacy notice is aimed at occasional and professional visitors to the school, who are required to sign in using the school's visitors' system (if you are a student, parent, or a member of staff, then a different privacy notice applies to you – please look at our website).

Who We Are

Under Data Protection legislation, the school is a data controller.

The contact details for the school are as follows:

Bures CEVC Primary School telephone 01787 227446

e-mail primary@bures.suffolk.sch.uk

Our Data Protection Officer

The school's data protection officer is: Michaela Harris (Headteacher)

If you are a visitor to the school

The Information we collect about you

As part of your visit to the school we store and use your personal details and information about your visit for the purposes of managing and operating the school.

The personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- contact details

- for a regular professional visitor, evidence that the individual holds an Enhanced Disclosure and Barring Service Certificate (DBS)
- employer/company details

The school does not collect biometric data.

Our legal grounds for using your personal data

- The information below contains the legal grounds in which we rely on to handle your personal data. Most commonly, we use it where we need to:
- interact with you to manage and operate effectively our school and to ensure that the school is safe and secure for all persons visiting
- comply with a legal obligation
- meet statutory obligations for safeguarding
- ensure that appropriate access arrangements can be provided for visitors who require them

Less commonly, we may also use personal information about you where:

- you have given us consent to use it in a certain way
- we need to protect your vital interests (or someone else's interests)
- Where we are required by law to hold certain records, then we collect and hold those records to comply with that legal obligation.

How Does the School Protect Data?

The school takes the security of your data seriously. The school has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

How long do we keep your personal data for?

When this information is no longer required, we will delete your information securely. This information is held in line with our retention policy.

Who has access to your data?

The majority of your personal data collected will remain with the school and only be used by the people who need to know the information.

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- our local authority – if we have concerns over safeguarding
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as visitor management systems
- police forces, courts –to assist them discharging their legal duties

Sharing data outside the UK

Your data is not transferred outside of the UK.

Your Rights

Individuals have a number of rights under Data Protection law which you can exercise. These include:

- If the data we have on you is incorrect, you can ask us to correct it;
- You can ask us to delete the information we hold on you in certain circumstances, such as when we no longer need the information;
- You can ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use the information, where it came from and what types of people/organisations it has been sent to;
- You can ask the school to restrict the use of your information where it is inaccurate, unlawful, no longer needed or where your right to object is apparent. This will be balanced with the school's legitimate interests for using the data;
- You can ask the school to send you or another organisation certain types of information about you in a machine-readable format.

Contact

If you have any questions or concerns about the information in this Notice or your rights, you can contact the school using the details above. Alternatively, if you are still not satisfied with the way the School has handled your personal data, you can contact the Information Commissioner's Office on 0303 123 1113. For more information, please see https://ico.org.uk/concerns/.

If you are one of our suppliers to the school

We store and use your information for the purposes of managing our suppliers in respect of the supply of goods and services that our school may need.

The Information we collect about you

In order to engage and manage our suppliers, where you are a supplier (or where if it is a company, you are its representative) we collect and store your contact information and, where appropriate, the supplier's bank account details.

As an individual supplier you may also be asked to provide details of your occupation. In addition, where you visit our site we will collect and process the information set out in the "visitor to our school" section above.

The legal basis on which we collect and use your personal information

We will collect and process the information as set out in the "visitor to our school" section above. In addition, we will use the information to engage and manage our suppliers. Where we are required by law to hold certain records for health and safety purposes, then we hold those records to comply with that statutory obligation. Where we hold your bank account details, we do so on the basis that it is necessary for us to perform our contract with you.

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How long we keep your personal information

We only keep your information for the time your supplier arrangement with us is current and for the time beyond that it takes to handle any payment information to you.

We will keep details regarding invoices and payments we have made to you for as long as our statutory retention requires.

How we share your personal information

We may share the personal information that you give us with other organisations that work with the school. We may also share your personal information with third parties who provide services to the school.

We do not anticipate any circumstances of that nature and if these arise we will discuss this with you.

Who has access to your data?

The majority of your personal data collected will remain with the School and only used by the people who need to know the information.

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