Privacy Notice for Visitors

Privacy Notice (How we use visitors' information)

High Hesket C of E School is the data controller under the UK General Data Protection Regulation (UKGDPR) for the use of personal data explained in this Privacy Notice.

The categories of visitor information we process include:

- Personal information like your name, employer (if relevant to why you are here), and some location or other data e.g., the date & time you were here and your car registration if you are using our car park).
- Special categories of data like a disability we need to accommodate or positive Covid-19 result.

We use this data to comply with the law, for safety and security reasons, but also to understand who visits us, why, and to improve the visitor experience.

If you visit us during the coronavirus (COVID-19) pandemic and are aged 16 or over, we will ask for your contact telephone number and the names of individuals or groups you met with here face-to-face *for more than 15 minutes* because the law requires us to for the good of public health.

We will keep this information for 21 days and we will give it to any authorised UK Test and Trace Service[1] if they ask. After 21 days, the data held will be disposed of securely.

This does not affect your statutory data protection rights.

If you want to know more or have concerns, please contact the Headteacher.

The Local Authority is the school's Data Protection Officer, Cumbria County Council, Cumbria House, 117 Botchergate, Carlisle, CA1 1RD   telephone 01228 606060

Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/.

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Reviewed October 2021

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[1] Visit: https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace#information-to-collect, if you want more information about Test and Trace, what data they collect and what they do with it.