Harmondsworth Primary School

Privacy Notice for Visitors

Approved by: Hardip Lawana	**Date:** Spring 24
Last reviewed on: Spring 24	
Next review due by: Spring 26	
Governing Board Signature:	

Version	Date	Comments
1	Autumn 21	Created
2	Autumn 23	Updated
3	Spring 24	Updated

Harmondsworth Primary School is committed to protecting your privacy and security. This Notice is intended to provide information about how the cchool will use (or 'process') the data of visitors. Some visitors may also be staff or current pupils, parents of current pupils or alumni, in which case the school is likely to hold and process additional data. In this case, other Privacy Notices will also apply; these are available on the school website.

As part of its operations, the school collects and processes data and thus is a data controller for the purposes of legislation relevant to the UK General Data Protection Regulation (UK GDPR). The School will never sell your data. This information is provided in accordance with your rights under Data Protection Law to understand how we use your data. Visitors to the School site (in any capacity) are encouraged to read this Privacy Notice and understand the School's obligations to its community.

Your Rights

Under data protection legislation, you have the right to:

- Be informed about the collection and use of your personal data
- Rectify incorrect or incomplete personal information we hold on you
- Erasure, or be forgotten, by asking us to remove your personal data
- data portability allowing individuals to obtain and reuse their personal data for their own purposes across different services.
- Make a Subject Access Request (SAR) for the personal data we hold on you
- Receive personal data you have provided in a structured, commonly used and machine readable format, or request we transmit it directly to another controller
- Object to certain purposes and bases for processing your personal data
- Request us to restrict our processing of your personal data

Note that we may not always be able to comply with your request (e.g. if we are legally required to store the data we would not be able to comply with a request for erasure), but we will always reply to your request. To exercise any of these rights, please contact office@harmondsworthprimary.org.uk

For further information on your rights, please refer to guidance from the Information Commissioner's Office.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

Why We Process Data

The School processes data on visitors for the following purposes:

- To manage the logistics of your visit. If you are visiting during term time, this will include necessary checks to safeguard pupil welfare. The lawful basis for this processing is GDPR Article 6(1)(b) – it is necessary for the performance of a

contract. We do not make decisions based on automated processing, including profiling.
- To maintain records as required by law. The lawful basis for this processing is GDPR Article 6(1)(c) – legal obligation.
- Where appropriate, to contact you to arrange future visits. The lawful basis for this processing is GDPR Article 6(1)(f) – legitimate interests.
- Where appropriate (for example if you are visiting in order to give a lecture), to publicise the event of your visit to the School Community. The lawful basis for this processing is GDPR Article 6(1)(f) – legitimate interests.

What Information We Hold

- The school processes the following information on all visitors:
- Contact information (name, address, telephone number, e-mail address)
- Car registration details (if parking on site)
- Records of postal, telephone or email communications sent to and received from you
- For visiting speakers and/or performers, the school may additionally process:
- Biographical information, either obtained from publicly available sources or received from you, to use when publicising the event
- Photographs and/or videos of your speech or performance

When We Share Your Data

For visiting speakers and/or performers, the school may share your name, biographical information and photos/videos of you with the school community through direct marketing, social media feeds, and publications (e.g. the School newsletter). You are encouraged to discuss this in advance with your contact at the school to ensure you are comfortable with what is shared.

For other visitors, and for any visiting speakers/performers who object to the above, the sschool will only share your data if required to by law, or if doing so is under the lawful basis of vital interests (e.g. in the event of a medical emergency).

Data Retention

Personal data on visitors is held until the visit takes place and for up to one year thereafter. Contact details may be held longer, in order to arrange subsequent visits, unless you ask us to erase them.

Data may be held for longer where legally required (e.g. if recorded on an accident report form).

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs Eleesa Dowding via the telephone 02087591718 or email

Office@harmondworthprimary.org.uk
Our Data Protection Officer is: Jo Hillis Office: 01494 622200 | Mobile: 07501 535950
Website: www.auxoltd.co.uk