School Privacy Notice
How we use Visitor Information

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you, including what we use it for, who we share it with, and for how long we keep it.

We, **St Mary Magdalene CE Primary School** at ***Rowington Close, London W2 5TF*** are the Data Controller for the purposes of data protection law.

As a public body as we have appointed Grow Education Partners Ltd as its Data Protection Officer (DPO), the responsible contact is **John Pearson-Hicks - john.pearson-hicks@london.anglican.org**

1. **The categories of information that we collect, hold and share include but are not limited to:**
    - Name
    - Company/Institution Details
    - CCTV images
    - DBS Details
    - Photo ID

2. **Why we collect and use this information**
   The purpose of collecting and processing this data is to help us run the school efficiently, including but not limited to:
    - Fulfil our legal obligations in relation to Keeping Children Safe in Education
    - Inform our operational procedures
    - To comply with the law regarding data sharing

3. **The lawful basis on which we use this information**
   Our lawful basis for collecting and processing staff information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

    - (c) Processing is necessary to comply with the legal obligations of the controller.
    - (e) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

4. **Storing your data**
   Your data will be stored using the **InVentry Visitor Management System** for the current academic year.

5. **Who we share information with**
   We routinely share information with appropriate third parties, including:

    - Our auditors, to ensure our compliance with our legal obligations
    - Police forces, courts, tribunals

   Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

6. **Why we share your information**
   We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

7. Requesting access to your personal data and your Data Protection Rights

Under data protection legislation, you have the right to request access to information about you that we hold, through a Subject Access Request.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact: **Darren O'Brien, dobrien@st-mm.co.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
- claim compensation for damages caused by a breach of the Data Protection regulations

Photographic ID may be requested in order to verify your identity.

8. Complaints

We take any complaints about our collection and use of personal information very seriously.
If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer, **John Pearson-Hicks - john.pearson-hicks@london.anglican.org**

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

To make a complaint, please contact our data protection officer, **John Pearson-Hicks - john.pearson-hicks@london.anglican.org**

9. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer, **John Pearson-Hicks - john.pearson-hicks@london.anglican.org**