

## Visitors' Privacy Notice

Under data protection law, individuals have a right to be informed about how Orbis Education Trust uses any personal data held about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about visitors to the trust schools.

Our data protection officer is Mr Christopher Roberts (see below).

### **The personal data we hold**

We process data relating to those visiting schools within the trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- full name and address;
- contact details;
- information relating to the visit, e.g. company or organisation name, arrival and departure time and vehicle registration number.

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This includes (where applicable):

- information about access requirements;
- photographs for identification purposes;
- CCTV images captured in school.

We may, also, hold data about you that we have received from other organisations, including other schools and social services.

### **Why we use this data**

The purpose of processing this data is to:

- identify you and keep you safe whilst on any of the trust's sites;
- keep students and staff safe;
- maintain accurate records of visits to the trust's schools;
- provide appropriate access arrangements for visitors that require them.

### **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- comply with a legal obligation;
- carry out a task in the public interest.

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 you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the trust's use of your data.

### **Our basis for using special category data**

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- we have obtained your explicit consent to use your personal data in a certain way;
- we need to perform or exercise an obligation or right in relation to employment, social security or social protection law;
- we need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent;
- the data concerned has already been made manifestly public by you;
- we need to process it for the establishment, exercise or defence of legal claims;
- we need to process it for reasons of substantial public interest as defined in legislation;
- we need to process it for health or social care purposes and the processing is done by or under the direction of a health or social work professional or by any other person obliged to confidentiality under law;
- we need to process it for public health reasons and the processing is done by or under the direction of a health professional or by any other person obliged to confidentiality under law;
- we need to process it for archiving purposes, scientific or historical research purposes or for statistical purposes and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- we have obtained your consent to use it in a specific way;
- we need to protect an individual's vital interests (i.e. protect your life or someone else's life) in situations where you're physically or legally incapable of giving consent;
- the data concerned has already been made manifestly public by you;
- we need to process it for, or in connection with, legal proceedings, to obtain legal advice or for the establishment, exercise or defence of legal rights;
- we need to process it for reasons of substantial public interest as defined in legislation.

### **Collecting this information**

While most of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information or whether you have a choice.

### **How we store this data**

Personal data we collect as part of the visitor process is stored in line with the trust's Data Protection Policy.

### **Data sharing**

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 – to meet our legal obligations to share certain information with it, such as safeguarding concerns;
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as catering;
- health authorities;
- police forces, courts and tribunals.

### **Your rights and how to access the personal information we hold about you**

Individuals have a right to make a Subject Access Request (SAR) to gain access to personal information that we hold about them.

If you make a SAR, and if we do hold information about you, we will give you a copy of the information in an intelligible form.

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- object to the use of your personal data if it would cause, or is causing, damage or distress;
- prevent your data being used for direct marketing;
- object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person);
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing;
- claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact us.

### **Concerns**

If an individual has any concerns about how we are using their personal data, then we ask that they contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at [ico.org.uk/concerns](https://ico.org.uk/concerns).

### **CONTACT**

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

Mr Christopher Roberts, Data Protection Officer (DPO), Orbis Education Trust, c/o Southfield School, Lewis Road, Kettering, Northamptonshire, NN15 6HE.

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