



Visitor Privacy Notice

VISION

To have nurtured children to love learning, love one another and love God.

'Love the Lord your God with all your heart, soul, mind and strength and love your neighbor as yourself'

Policy drafted by: April Owens

Date: Autumn 2019

Review: Autumn 2022

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, Holy Trinity CE Primary School at Carrington Road, Richmond TW10 5AA are the Data Controller for the purposes of data protection law.

As a public body we have appointed Grow Partners Ltd as our Data Protection Officer (DPO), the responsible contact is David Coy (contactable on david.coy@london.anglican.org 07903 506531).

1. The categories of information that we collect, hold and share include but are not limited to:

- Name
- Company/Institution Details
- Vehicle Registration Details
- CCTV images
- DBS Details
- Photo ID

2. Why we collect and use this information

The purpose of collecting and processing this data includes but is 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

The data you supply us as part of the visitor sign in process will be securely stored and held in line with our Retention Policy. Once the requisite retention period has elapsed it will be securely destroyed.

For further information about the storage and retention of your data then please contact Alison Bateman abateman@htprimary.com

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

6. 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.

- Give you a copy of the information in an intelligible form
- Rectify incorrect or inaccurate information

If you would like to make a request, please contact Holy Trinity CE Primary School

- abateman@htprimary.com
- 0208 940 2730
- Carrington Road, Richmond TW10 5AA

Holy Trinity CE Primary School reserves the right to verify the requester's identification by asking for Photo ID, if this proves insufficient then further ID may be required.

7. 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 David Coy (contactable on david.coy@london.anglican.org 07903 506531).

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

