



PRIVACY NOTICE FOR VISITORS

As a visitor, we capture the following personal data, for the following purposes:

Personal data

- Full Name
- Your organisation
- Who you are visiting
- Car registration
- DBS number and date of issue
- CCTV images and sound
- Photo
- The date and sign in and out times of your visit

Purposes

- Locating you and accounting for you in an emergency
- Safeguarding yourself and others
- If there is a problem with your vehicle (car registration)
- Time and contract management

We process the above on the basis of:

- Maintaining yours and others vital interests (emergency management)
- Compliance with safeguarding laws (Keeping Children Safe in Education – KCSIE)
- Yours and our legitimate interests (any problems with your vehicle)
- It being necessary for the performance of employment or commercial contracts (time/contract management).

We retain visitor data for 6 years, which is aligned to the purposes above.

If you have any further queries or wish to discuss how we process your personal information in more detail, then please speak to the School Office or our Data Protection Lead/Officer.

Reviewed by	Date of Review / approval	Review cycle	Next Review Date	Statutory / Non-statutory	Website
SLT	Autumn 2026	Annually	Autumn 2027	Statutory	Yes