



CHATHAM & CLARENDON GRAMMAR SCHOOL

Visitor Privacy Notice

Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals visiting the school.

We, Chatham and Clarendon Grammar School, are the 'data controller' for the purposes of UK data protection law.

Our Data Protection Officer (DPO) is Alan Martin who contactable via alan@dataprotectionadvice.co.uk

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not limited to:

- Full name
- Contact details and contact preferences
- Information relating to your visit e.g. your company name, arrival/departure time or vehicle registration number.
- Information relating to safeguarding requirements, including evidence of DBS clearance where appropriate
- Information about any access arrangements or support requirements
- Photographs
- CCTV images captured in school
- Information relating to your health, medical conditions, disabilities or accessibility requirements

Where criminal offence information is processed, we do so only where permitted by law and in accordance with Schedule 1 of the Data Protection Act 2018.

How we collect this information

We collect visitor information directly from visitors when they:

- Sign in using our visitor management system
- Provide identification or safeguarding information where required
- Arrange visits to the school
- Communicate with school staff
- Request access arrangements or support
- Enter areas covered by our CCTV

Why we use this data

We use the data listed above to:

- Identify visitors and maintain site security
- Safeguard students, staff and visitors
- Maintain accurate records of visits to the school
- Meet our legal and safeguarding obligations
- Provide reasonable adjustments and access arrangements where required
- Manage health and safety on school premises
- Facilitate meetings and appointments
- Investigate incidents, complaints or safeguarding concerns where necessary

CCTV is used for the purposes of:

- Safeguarding students, staff and visitors
- Preventing and detecting crime
- Protecting school property and assets
- Supporting investigations where necessary

Our lawful basis for using this data

Under UK GDPR we must have a lawful basis for processing personal data.

The lawful bases we rely upon include:

- Public Task- We process personal data where necessary to carry out our public functions as a state funded school, including safeguarding and visitor management.
- Legal Obligation- We process personal data where required to comply with legal obligations, including safeguarding, health and safety and other statutory duties.
- Legitimate Interests-
 - Site security
 - Health and safety management
 - Visitor management
 - Facilitating meetings and events
 - Protecting school property and assets
- Vital Interests- We may process data where necessary to protect vital interests or those of another individual, particularly emergency situations.
- Consent- Where required, we will seek your consent before processing personal data. You may withdraw consent at any time.

Special category personal data

Where we process special category personal data such as information relating to health, disabilities or accessibility requirements, we do so because:

- It is necessary for reasons of substantial public interest;
- It is necessary to fulfil our safeguarding and health and safety obligations: and/or
- We have obtained your explicit consent where required.

Who we share data with

We do not share information about you with any third party without consent unless the law permits or requires us to do so.

Where necessary and lawful we may share personal information with:

- Kent County Council and other local authorities
- Government departments or agencies
- Ofsted
- Suppliers and service providers who support the school's operations
- Auditors
- Health authorities
- Security organisations
- Professional advisers and consultants
- Charitable and voluntary organisations where appropriate
- Police forces
- Courts and tribunals
- Other organisations involved in safeguarding children or vulnerable individuals

All sharing of personal data is carried out in accordance with UK data protection law.

How long we keep your data

We keep personal information only for as long as necessary to fulfil the purposes for which it was collected.

Visitors records are retained in accordance with the school's Records Retention Schedule and information governance procedures.

CCTV recordings are normally retained for a limited period before being securely deleted unless they are required for:

- An investigation
- A safeguarding concern
- Health and safety purposes
- Legal proceedings

Further information about retention periods can be obtained by contacting the school.

Your rights

Under UK GDPR individuals have the following rights:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

Please note that some of these rights may be restricted where exemptions under data protection law apply.

For more information, please see the ICO website:

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/>

To exercise any of these rights, please contact us (see 'Contact us' below).

Complaints

We take concerns about our collection and use of personal information seriously.

If you have any concerns about how your personal data is being used please contact us in the first instance.

You also have the right to complain to the Information Commissioner's Office:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (<https://ico.org.uk/>)

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 Lead has day-to-day responsibility for data protection issues in our school.

Christopher Crowther ccrowther@ccgrammarschool.co.uk

Our Data Protection Officer (DPO) who supports and advises the school on data protection law:

Alan Martin who is contactable via alan@dataprotectionadvice.co.uk

The Data Protection lead has day-to-day responsibility for data protection matters within the school. The Data Protection Officer supports and advises the school on compliance with data protection legislation.