



# Privacy Notice – Visitors

## **Our contact details**

Pike Fold Primary School | Old Market Street | Blackley | Manchester | M9 8QP

T: 0161 702 3669 | E: admin@pikefold.manchester.sch.uk

## **Introduction**

Under the UK General Data Protection Regulation (UK-GDPR), you have a right to be informed about how Pike Fold Primary School uses your data. This privacy notice outlines how we collect, store and use your personal data when you visit our school.

Pike Fold Primary School are the Data Controllers for any personal information that you provide to us which means we hold responsibility for how it is processed.

## **The personal data we collect**

Pike Fold Primary School collect the following data from you when you arrive at our school:

- Full name
- Contact details: email address
- Vehicle registration
- DBS information
- Image of you
- Any access arrangements required

If you are a supplier or contractor working with the school, we may collect the following additional data prior to your arrival on site:

In addition, if you are a supplier or contractor working with the school, we may collect the following personal data prior to your visit. Please note that company data is not personal data unless you are a Sole Trader however, some of the following information may contain references to individuals:

- References and CV's
- Safe workplace / contractor details including qualifications, experience, and certifications.
- Bank details, financial information, and insurance details.

## **Why we process this data?**

Visitors – we use this data to:

- To identify you whilst on school site
- To keep you and other members of the school community safe
- To comply with Health & Safety legislation

- To maintain accurate records
- To provide appropriate access arrangements

Suppliers and Contractors – we use data relating to your company:

- To decide whether to engage with you
- To fulfil the terms of any contract with you including payment
- To support the school's procurement process
- To comply with Health & Safety legislation

### **Where we get your data?**

All visitors to the school are required to sign in using our electronic sign in system; you will input your data directly into the system.

Any data required from suppliers and contractors prior to visiting the school site will be provided directly by you or your company.

### **Do we share your data with any third parties?**

We do not routinely share information about visitors or suppliers with any third party without 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 visitors with:

- Our local authority – to meet our legal obligations to share certain information with it, such as where the visitor or supplier information is relevant to a safeguarding concern
- The Department for Education
- Educators and examining bodies
- Ofsted
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities and social welfare organisations
- Security organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- The organisation or company you are representing

### **Transferring data internationally**

We do not routinely transfer visitor data outside of the UK. If a situation arises where personal data is required to be transferred to a country or territory outside the United Kingdom, we will do so in accordance with data protection law.

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

Pike Fold Primary School only collect and use your personal data when the law allows us to do so. Our lawful basis for processing visitor data is to comply with our legal obligations to keep our students and staff members safe whilst on the school premises.

Less commonly, we may process your personal data in situations where we need it to perform an official task in the public interest, we need to protect someone's life (vital interests), or we have obtained your consent.

### **How we store your personal data & how long we keep it?**

In line with the school's Retention Schedule, visitor data is kept for a period of 6months whilst contractor data is retained for 12months unless the law requires us to keep it longer. All data is securely stored on the school site in paper and electronic formats. All data will be securely disposed once it is no longer required.

### **Your data protection rights**

Under data protection law, you have rights in certain situations regarding your personal data:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, we would be grateful if you could inform us in the first instance so that we can help resolve your complaint:

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You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

This privacy notice will be reviewed on an annual basis or sooner should a change in legislation or the school's processes occur.