



Privacy Notice for Visitors

Ratification by Warrender Governing Body	
Policy Updated:	July 2025
Date of next Review	July 2026
Signature (Governors):	<i>W Maynard</i>
Signature (Headteacher):	<i>H Brown</i>

Introduction

Warrender Primary School issues this Privacy Notice to all Visitors to the School. This Privacy Notice is linked with the Warrender Primary Data Protection Policy, which has been produced to satisfy the schools legal responsibilities in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA 2018).

Types of Information

The categories of visitor information that we collect, hold and share include:

- Name
- Purpose of visit
- Car / Van Registration
- Name of Staff Member hosting the visit
- CCTV images that may be captured during your visit

Purpose

We collect and use visitor data:

- to safeguard pupils
- to meet Health and Safety Legislation
- to meet Fire in the Workplace Legislation
- to keep the site secure and safe
- To assist with the organisation of events and meetings

Lawful basis

We collect and use visitor information under:

- Vital Interests – to keep our pupils safe in terms of safeguarding
- Legal Obligation – meeting H&S and Fire in the Workplace Legislation
- Legal Obligation – meeting Safeguarding Legislation

Visitor information we collect is mandatory. Our legal obligations require us to record the names of all visitors on site.

Storing Data

We hold visitor data in accordance with our Data protection policy. We store visitor data on various systems such as:





- Visitor electronic sign in
- Fire Register
- CCTV system
- Visitor Badges to wear while on site

Sharing Data

We may share visitor information with:

- The police
- Insurance claims
- Accident Reporting/HSE
- Any requests from third parties in the event of a safeguarding incident

We do not share information about visitors with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, visitors have the right to request access to information about them that we hold. To make a request for your personal information contact the School Business Manager or the Headteacher.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

Alternatively, you can contact the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact the School Finance and HR Officer or Headteacher.

