



## Visitors Privacy Notice

### **Introduction**

We are the Greater Manchester Education Trust.

When you visit one of our schools we will ask for and collect some data about you. This document sets out what personal data we will collect when you visit one of our schools.

Anything that we do with your personal data is known as “processing”. This document explains why we process that data, who we share this information with, and your rights in relation to your personal data processed by us. We also explain below how the school keeps your information safe. If you want to know anything about the information that we keep, contact details can be found at the end of this document.

We are required to process visitor data in order to comply with our public task, namely to ensure that the safety and security of our pupils, staff, visitors, buildings and their contents are maintained at all times.

The Trust is the Data Controller for the personal data that we process about you, this means that we are responsible for and make decisions on how your data is processed.

### **What information do we hold about you and why we need to collect it?**

All visitors (including parents of children on roll) are asked to sign in at reception. Signing in involves giving some information and registering a photograph on the school visitor management system, Inventry.

As a minimum requirement, all visitors must supply us with:

- Name
- Your image
- Vehicle registration (if applicable)

These are required to issue visitor passes for identification around school, to safeguard our students and our staff and to keep a log of vehicles in our carpark.

Additionally, we may also ask for some or all of the following:

- Information regarding any access arrangements you may need
- DBS information
- Information related to your visit: company name, arrival and departure times
- Consent to use your image or not in display, on the website or social media feeds

The additional information will allow us tailor your experience to meet your needs, to keep a log of the organisations we work with and to understand your wishes in relation to your image.



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### **How long will we hold your information?**

We will hold information relating to you only for as long as necessary. Visitor information is automatically deleted from our visitor management system after 3 months or, in the case of regular visitors with a DBS check, the information is deleted if you have not signed in for a period of 6 months.

Contact information such as email address may be stored for longer to maintain contact over time but you can request that your data is deleted at any time.

### **Who will we share your information with?**

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

### **Keeping this information safe**

It is very important that only people who need to use your information can see it. The school keeps your information safe by putting in place procedures and technologies to make sure all information about you and your visit is safe, from when we collect it to when we destroy it. Security procedures include; entry controls for the site and buildings, limited access to computer systems, and training for staff on the importance of data protection.

### **Your rights in relation to your information**

You can ask to see the information we hold about you. If you wish to do this you should contact the headteachers PA in the first instance. (Contact details are on the school website)

You also have the right to:

- Object to what we are doing with your information (but remember that some of the things that we do have to be done by law)
- Have inaccurate or incomplete information about you amended • Ask us to stop doing certain things with your information in some cases
- Make a claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with the headteacher's PA who will arrange a meeting with you. The school does not have to meet all of your requests but we will let you know where we are unable to do so.



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### **Concerns**

If you are concerned about how we are using your personal data then you can arrange to speak to somebody in school about it. Please contact the headteachers PA who will arrange an appointment with the school business manager or the Trust Data Controller: Mrs C Wragg ([cwragg@gmetrust.org](mailto:cwragg@gmetrust.org))

If the matter is not resolved in school and you wish to pursue concerns further please contact our Data Protection Officer: Danielle Eadie, Data Protection Consultant, RADCaT Ltd, Registered Office: 6 Seven Stars Road, Wigan, WN3 5AT. Email: [danielle.eadie@radcat.co.uk](mailto:danielle.eadie@radcat.co.uk)

If there you still have concerns, you can contact the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or online at <https://ico.org.uk/concerns/>.