



## **Norris Bank Primary School**

### **How we use visitors data;**

We Norris Bank Primary are a data controller for the purpose of the General Data Protection Regulation. We do not receive any visitor data from third parties, all information is received from the individuals upon their arrival at the school.

If you are visiting the school, you will be required to sign in at reception and show some ID to reception staff if you are not known to them.

### **We collect your information to;**

- safeguard all children and staff both during and outside of school hours when they are on our site
- ensure that all children and staff learn and work in an environment where they are safe and free from harm
- issue visitor passes
- keep a log of visitors in the building

### **The categories of visitor data we collect include;**

- Personal information such as;
  - Name, organisation, image, vehicle registration, DBS information

### **The lawful basis on which we use this information;**

#### **Public Task;**

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

The following information is processed as a result of the schools public task;

- Name, organisation, image, vehicle registration, DBS information

## **Storing visitor data;**

We hold all pupil data in line with the agreed retention schedule which is available of the school website.

## **Who we share visitor data with;**

We do not routinely share this information with any external organisations or third parties. There may be circumstances in which we may lawfully share your data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

We will not give information about you to anyone outside this establishment without your consent unless the law permits it.

## **Requesting access to your personal data**

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information, please contact the school business manager Mrs Shirley Weatherley to make a request or alternatively you can view our Data Subject Rights Policy on the schools website.

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:

Mrs Weatherly  
School Business manager  
Norris Bank Primary School  
Green Lane Heaton Moor  
Stcokport  
SK4 2NF  
0161 432 3944