

Privacy Notice for Visitors

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1. Overview

This privacy notice explains how we collect, store and use personal data about individuals that visit our schools and central offices. We will process your personal data in accordance with General Data Protection Regulation (GDPR) and other relevant legislation, and not disclose your personal data to any other third party, unless allowed or required to by law.

This privacy notice applies to Academies Enterprise Trust (AET) and all its academies. However, some supplementary information relating to the processing that goes on at each individual academy is available separately from and can be obtained from the academy reception directly.

Academies Enterprise Trust (AET) is committed to protecting the privacy of the individuals whose data we process and to undertaking all data processing in a lawful, open and transparent way.

2. The categories of visitor information that we collect

The categories of visitor information that we collect, process, hold and share include, but is not limited to, the following:

- personal information (such as name, addresses, next of kin, telephone/ mobile number)
- image information (such as photographs and CCTV footage)
- car registration information
- employer/ company information

3. Why we collect and use visitor information

We collect visitor data to ensure the safety and welfare of our visitors, employees and pupils as required by our Health & Safety and Safeguarding obligations

4. Legal Basis for collecting and processing visitor information

Under the General Data Protection Regulation (GDPR), the legal basis we rely on for processing personal information for general purposes are:

- Article 6 – 1 (c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- Article 6 – 1 (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- Article 6 - 1 (e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Article 6 -1 (f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

5. Collecting visitor information

We collect personal information via visitor books and by data collection forms as and when required. Collecting visitor data is important for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

6. How long visitor information will be kept

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the school reception or our data protection team at: dataprotection@academiesenterprisetrust.co.uk

7. Who we share visitor information with

In order to protect the welfare of visitors, pupils and staff, we may share visitor information with:

- Health authorities
- Security organisations
- Law enforcement agencies and bodies (including Courts and Tribunals); and
- Next of kin

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

8. Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

9. Requesting access to your personal data

Under the data protection legislation, you have the right to request access to information about you that we hold. 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
- a right to seek redress, either through the ICO, or through the courts

To make a request for your personal information or to exercise your rights under GDPR, we invite you to fill in our [Individual Rights Request Form](#)

10. Complaints/ Concerns

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

11. Contact

If you would like to discuss anything in this privacy notice, please contact the data protection team at dataprotection@academiesenterprisetrust.org