

# Privacy Notice for Visitors

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about visitors to the school.

We, Mounts Bay Academy, are the data processor. Leading Edge Academies Partnership is the data controller for the purposes of data protection law.

Our Data Protection Officer is David Teasdale (see 'Contact Us' below).

## The categories of school information that we process

These include:

- personal information (such as name, contact details)
- information relating to the visit, e.g. company or organisation name, arrival and departure time, car number plate.
- CCTV footage and photographs
- data about your use of the school's information and communications system
- relevant medical information

## Why we collect and use visitor information

We use visitor data to:

- a) Identify you and keep you safe while on the school site
- b) Keep pupils and staff safe
- c) Maintain accurate records of visits to the school
- d) Provide appropriate access arrangements

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

We collect and use information under Article 6, (1) e) of the GDPR where 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 or processor and Article 9 (2) b) of the GDPR where special categories of data can be processed for the purposes of carrying out the obligations and exercising specific rights of the data controller or processor.

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Contact us' below).

In addition, concerning any special category data:

We do not process any special categories of personal data except where necessary for reasons of substantial public interest in complying with legal obligations (including under the Equality Act 2010), or where necessary to protect the vital interests of the data subject or of another natural person and where safeguards are in place to ensure that this personal data is kept secure. For the avoidance of doubt where special categories of personal data are collected it shall not be used for the purposes of automated decision making and/or profiling.

Special categories of data mean personal data revealing:

- Race
- Ethnic origin
- Politics
- Religion
- Trade union membership
- Genetics
- Biometrics (where used for ID purposes)
- Health Page
- Sex life
- Sexual orientation.

Further personal data including special categories of personal data may be collected and/or processed where consent has been given (for example, information about any access arrangements that may be required, photographs for identification purposes, CCTV images captured in school). If consent is the only legal basis for processing and has been given, then this may be revoked in which case the personal data will no longer collected/processed.

We may also hold data about you that we have received from other organisations, including other schools and social services.

## Collecting visitor information

Visitor data is essential 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 UK 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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

## Storing visitor information

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 click here for our Data Protection Policy: <http://mountsbay.org/policies/>

## Who we share visitor information with

We share this information with:

- our local authority (where applicable)
- health and social welfare organisations
- police forces, courts, employment tribunal representatives
- Ofsted

## Why we share school visitor information

We do not share information about our 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, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Les Hall, Principal via his PA Helen Rodgers at [hrodgers@mountsbayacademy.org](mailto:hrodgers@mountsbayacademy.org) on 01736 363240.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Les Hall, Principal via his PA Helen Rodgers at [hrodgers@mountsbay.org](mailto:hrodgers@mountsbay.org).

To make a complaint, please contact our data protection officer David Teasdale at [dteasdale@leadingedgeacademies.org](mailto:dteasdale@leadingedgeacademies.org)

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated November 2021

## Contact

If you would like to discuss anything in this privacy notice, please contact: Les Hall, Principal via his PA Helen Rodgers at [hrodgers@mountsbay.org](mailto:hrodgers@mountsbay.org) on 01736 363240 or our Data Protection Officer, Dav