



Visitor Privacy Notice (including volunteers and students)

Castle Vale Nursery School is the data controller for visitor information.

The categories of visitor information that we process include:

- Personal identifiers, contacts and characteristics (such as name, date of birth, contact details, postcode, DBS details)
- Visitor details (such as role, start and end dates)
- Next of kin and emergency contact numbers
- Recruitment information, including references and other information included in a CV, application form or cover letter
- Photographs
- CCTV footage

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Health and including any medical conditions and allergies

Why we collect and use information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements.

We collect and use visitor information, for the following purposes:

- a) to meet the statutory/legal duties placed upon us
- b) to meet safeguarding regulations

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Storing visitor information

We hold data securely in paper files and on our on-site computer network for the set amount of time shown in our data retention schedule. Your data is then securely deleted or destroyed.

Who we share information with

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Police forces, courts, tribunals – to enable you to give evidence in a case against a child, family member or another staff member
- Employment and recruitment agencies – in references for additional or alternative work

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 our **school office**

Under certain circumstances 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

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact our DPO, Samantha Hayward (Castle Vale Nursery School: 0121 675 7578)