

Visitor Privacy Notice (including volunteers and students)

Castle Vale Nursery 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, reason for visit, 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

Recruitment-related data (for volunteers/students)

- We may also process information for
 - References
 - Information contained in applications and cover letters

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:

- Safeguard children and staff
- Manage access to the school site
- Maintain accurate visitor records
- Meet our legal and statutory obligations
- Support recruitment and placement processes (for volunteers/students)
- Ensure health and safety on site

Our lawful basis for using this data

We process personal data in line with UK GDPR and the Data Protection Act 2018 under the following lawful bases:

- **Legal obligation** – to comply with safeguarding, health & safety and education laws
- **Public task** – to carry out our official functions as a school
- **Contract** – where we have an agreement with you (e.g. placement or volunteering)
- **Vital interests** – to protect you or others in an emergency
- **Consent** – where required (e.g. for certain photographs)

For special category data, we rely on:

- **Substantial public interest (safeguarding of children)**
- **Vital interests**
- **Explicit consent** (where applicable)

You can withdraw consent at any time where it is relied upon.

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 in line with our data retention policy. Your data is then securely deleted or destroyed.

Retention examples:

- Visitor logs: typically retained short term (e.g. for safeguarding/security purposes)
 - CCTV footage: retained in line with our CCTV policy unless required for investigation
- Data is **securely deleted or destroyed** once no longer required.

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
- Local authority or safeguarding partners
- 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/>

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Rachel Allen (Featherstone Nursery School: [0121 675 3408](tel:01216753408))

However, our **data protection lead** has day-to-day responsibility for data protection issues in our school.

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact them:

- Christina Meakin 0121 675 7578