



# ST JAMES'

CATHOLIC HIGH SCHOOL

## Privacy Notice – Visitors

Date of Approval	March 23
Date of Review	March 24

### St James' Mission Statement:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence***

### **Rationale**

*We believe everyone has the right to his own property, both intellectual and real. Data protection measures must respect and uphold this right. We recognise and comply with our responsibility to safeguard information in compliance with the General Data Protection Regulation and Data Protection Act 2018. However, as part of a Catholic school community, we have an additional responsibility to recognise that we are 'data stewards' not 'data controllers'. We collect, store, handle and share data, only for purposes that uphold the inherent dignity and rights of the human person and the interests of the Common Good.*



# ST JAMES'

## CATHOLIC HIGH SCHOOL

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

St James' Catholic High School is 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 log in at the electronic system 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
- ensure that appropriate access arrangements can be provided for volunteers who require them.

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

- Name and contact details.
- Information relating to your visit such as your company's name, vehicle registration and times when you were in the school.
- Photographs (for identification purposes).
- CCTV images captured in school.
- Information relating to safeguarding e.g. DBS checks.

We may also collect special category data from you where relevant your health and safety;

- Disability, health and access requirements.



# ST JAMES'

## CATHOLIC HIGH SCHOOL

The lawful basis on which we use this information;

We are required to process visitor data in order to comply with our legal obligation to keep our pupils, staff and any visitors safe whilst on school premises

We also process information where;

- We need it to perform an official task in the public interest
- We have obtained your consent to use it in a certain way
- To protect yours or another third party's vital interests.

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how to withdraw it.

### **Storing visitor data;**

We hold all visitor data in line with the agreed retention schedule.

**We maintain a visitor management system to store personal information about all visitors. The information contained in this system is kept secure and is only used for purposes specified by this privacy notice.**

When this information is no longer required, it will be confidentially destroyed or deleted.

For more information on our data retention schedule and how we keep your data safe please contact [office@stjamesheadle.co.uk](mailto:office@stjamesheadle.co.uk)



# ST JAMES'

## CATHOLIC HIGH SCHOOL

### 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 email: [office@stjamesheadle.co.uk](mailto:office@stjamesheadle.co.uk) or alternatively you can view our Data Subject Rights Policy on the school 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:  
The School Business Manager:  
[sbm@stjamesheadle.co.uk](mailto:sbm@stjamesheadle.co.uk) Extension  
217



# ST JAMES'

CATHOLIC HIGH SCHOOL

Or the School's Data Protection Officer:  
Stockport Metropolitan Borough Council  
1st Floor  
Stopford House  
Stockport  
SK1 3XE  
[dpa.officer@stockport.gov.uk](mailto:dpa.officer@stockport.gov.uk)  
0161 474 2227