



Privacy Notice Visitors

This privacy notice lets you know what happens to any personal data that you give the School when you sign-in as a visitor to the School and how the School complies with GDPR (General Data Protection Regulations) and the Data protection Act 2018.

What we collect

We may collect the following personal data as part of the process of signing in as a visitor.:

Full name
Purpose of visit and/or who you are visiting
Date and times
Vehicle Registration Number
DBS Number if applicable

In addition, we also have CCTV cameras on site.

Why we collect

This data is collected in order to accurately track visitors to the School as part of our legal obligation to comply with Safeguarding and the Health & Safety at Work Act 1974 (HSWA).

Your details may be used to contact you in the event of an emergency, or if you are unaccounted for. This data will only be used on the day of your visit.

The School will not use this data for any other purposes.

Who do we share this information with?

This data is not routinely shared with any external parties, but may be shared with emergency services in the case of an incident at the School.

The School uses an electronic system called Inventory – when signing out, visitors will also be able to view names of other visitors who are signed in. Please refer to their Privacy Notice below:

[InVentry | Privacy Notice - Education](#)

How long do we store this information for?

This data will be kept for + 6 years, and then will be destroyed.

Who has access to the information?

The School will ensure that suitable physical, electronic and managerial procedures are in place to safeguard and secure the data we collect and to ensure that only staff with an operational need have access.

Your rights

As a visitor (data subject) you have the following rights:

Right of access

You have the right to request to see a copy of the data we hold about you

Right to rectification

You have the right to request corrections to the data we hold about you if it is incorrect

Contact us

If you have any questions relating to visitor sign-in or how we use your data, you should ask at Reception.

You have the right to lodge a complaint against the School regarding data protection issues with the Information Commissioners Office (ICO) (<https://ico.org.uk/concerns>)

If you have any questions relating to data protection at the School, you should contact our Data Protection Officer – i-West

Data Protection Officer

Email - i-west@bathnes.gov.uk

Telephone - 01225 395959