Privacy Notice for Individuals visiting Pickwick Academy Trust

Last reviewed: March 2024 **Review Cycle:** 24 months or as required

Relevant Legislation:

This document has been prepared in accordance with the Data Protection Act 2018, the UK General Data Protection Regulation and other related legislation and applies to all schools and operations of Pickwick Academy Trust.

Under data protection law, individuals have a right to be informed about how Pickwick Academy Trust uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals when we are processing their data.

This privacy notice is aimed at occasional and professional visitors to Pickwick Academy Trust and our schools who are required to sign in using the visitor system.

- Parents/carers of pupils visiting school premises to drop off their child in the morning or collect their child at the end of the day are not classed as visitors.
- Parents/carers visiting the school or who go to the school office to collect their child during the school day or to pay dinner monies or make enquiries are not classed as visitors.

The categories of information that we collect, process, hold and share include:

- personal information (such as name, address, contact details, gender)
- special category characteristics (disabilities / health conditions)
- employer details
- if a regular visitor, evidence that the individual holds an Enhanced Disclosure and Barring Service certificate

How we use your personal information

We use your personal information to:

- enable external contractors, service providers, professional consultants and similar to deliver the agreed provision and/or objectives - for example, training providers.
- ensure that appropriate access arrangements can be provided for those visitors who require them
- identify you and safely evacuate the premises in the event of an emergency
- ensure we meet statutory requirements for safeguarding.

The lawful basis on which we process this information

We have a legal obligation under Section 30 of the Education Act 2002 and the Academies Financial Handbook to hold the individual's contact details. We need contact details of the visitor to fulfil our statutory duties and we do this under the UK GDPR Article 6 and Article 9 under the lawful basis of *Legal Obligation*.

Where we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment, or safeguarding of individuals).

Who we share your personal information with

We do not share information about you with a 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:

- Our Local Authority – if we have concerns over safeguarding.
- Suppliers and service providers – to enable them to provide the service we have contracted them for such as visitor management systems.
- Police forces, courts – to assist them in discharging their duties.

Storing your personal information

We hold your personal information for no longer than we need to and in accordance with our Retention Schedule which can be obtained from the Pickwick Trust central office. All information is kept secure and is only used for purposes directly relevant to work with the Trust or its schools.

Your rights

Under the UK GDPR you have rights which you can exercise free of charge which allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you (Subject Access Request)
- ask us to correct any mistakes in the information we hold about you
- object to direct marketing
- make a complaint to the Information Commissioners Office
- withdraw consent at any time (if applicable)

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you
- have your information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with the school or Trust Central Office in the first instance or by contacting the Data Protection Officer at i-west@bathnes.gov.uk . Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

Withdrawal of consent

Where we are processing your data with your consent, you have the right to withdraw that consent if you change your mind or are unhappy with our use of your personal data. Please let us know by contacting the school/trust or the Data Protection Officer on i-west@bathnes.gov.uk

Contact:

If you would like to discuss anything in this Privacy Notice, please contact the school/trust or the Data Protection Officer on i-west@bathnes.gov.uk