

This **Privacy Notice for visitors** to Symphony Learning Trust Schools explains how and why we store personal information about those visiting the school or otherwise engaged to work at the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our Multi-Academy Trust is the 'Data Controller' and our school is defined as a 'Data Processor' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act and General Data Protection Regulation (GDPR)

The **category of information** that we collect and hold includes:

Personal Information	Name and company (if relevant)
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Why we collect this information:

We use visitor data to:

- Record the date and time visitors are on the premises for Emergency evacuation procedures.
- Record who they are visiting/meeting on site

The lawful basis on which we use this information:

The lawful bases for processing personal data are set out in Article 6 of the General Data Protection Regulation. The school processed such data because we have:

(6a) Consent: parents have given clear consent for us to process their (and their child's) personal data for the purposes indicated above.

(6c) A Legal obligation: the processing is necessary for us to comply with the law (e.g. we are required by law to submit certain teacher assessment information and to safeguard pupils' welfare by sharing information with other agencies).

(6d) A duty to safeguard pupils: the processing is necessary in order to protect the vital interests of the data subject (children); (e.g. if we are required to share medical history information with emergency services in the event of an accident or to other agencies when a child may be in danger).

(6e) A Public task: The processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

For special categories of personal data, we will also meet the requirements of Article 9 Section (g) Reasons of substantial public interest (with a basis in law) as set out in the GDPR and Data Protection Act 2018. We meet the following substantial public interest conditions as set out in Part 2 of Schedule 1 of the DPA 2018.

- 6. Statutory and government purposes
- 8 - Equality of opportunity or treatment
- 12 - Regulatory requirements
- 16. Support for individuals with a particular disability or medical condition
- 18. Safeguarding of children and individuals at risk

These substantial public interest conditions are set out in paragraphs 6 to 28 of Schedule 1 of the DPA 2018

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Collecting Information:

The majority of information you provide to us is mandatory for safeguarding and Health and Safety. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information:

We hold data in line with the Trust Retention Policy. All confidential information is kept securely on electronic visitor sign-in software. Once the deadline for retaining information has passed, data kept electronically is deleted.

Who we share your information with:

We do not share information with anyone without consent unless the law and our policies allow us to do so.

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 the School Business Manager via the school office.

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 made 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 - for contact details please see the school's website.
- The Symphony Learning Trust Data Protection Officer is Vicki Hockey who can be contacted via dpo@symphonylearningtrust.co.uk