

# **Visitor Privacy Notice**

## **ST MICHAEL'S PRIMARY SCHOOL**

### **1. Introduction**

In accordance with Government guidance, the school has been asked to collect visitor contact details to support NHS Test and Trace for Coronavirus (COVID-19).

### **2. Who we are**

For the purposes of Data Protection legislation, the school is the Data Controller.

### **3. What type of personal information do we collect?**

We may collect the following types of personal information:

- Name of visitor
- Contact details for each visitor (phone number, email address, home address)
- Date of visit, arrival time and departure time
- Name of assigned staff member alongside the name of the visitor

### **4. How do we collect personal information?**

We will collect personal data in a number of ways including:

- Directly from visitors in advance of their visit to our school
- Directly from visitors on arrival at our school

### **5. Why do we collect your personal information?**

We are collecting personal information to assist with NHS Test and Trace in order to prevent the spread of coronavirus (COVID-19).

### **6. Who might we share your personal information with?**

Information will only be provided to other organisations where it is necessary for the protection of public health, including the NHS Test and Trace Service and the local authority (Camden). We will not share your information with any other third parties unless you have specifically asked us to do so, or we are required to do so by law.

## **7. How long will we keep your personal information?**

We will retain personal information 21 days following your visit, which is the recommended duration as advised by the Government. After this period it will be securely destroyed.

## **8. What is our legal basis for using your personal information?**

The lawful basis for processing your personal information according to the General Data Protection Regulation (GDPR) is GDPR Article 6(1)(e) - the processing is necessary for the performance of its official tasks carried out in the public interest in providing and managing educational services.

## **9. How do we keep your personal information secure?**

Information will be held securely in the school buildings or on the school network. Only individuals with approved permission will be able access this information.

## **10. Is your personal information used overseas?**

We will not transfer or process your personal information overseas.

## **11. What are your rights?**

Your individual rights are set out in law. Subject to some legal exemptions, you have the following rights:

- Right to be informed
- Right of access
- Right to rectification
- Right to erasure
- Right to restrict processing
- Right to data portability
- Right to object
- Rights in relating to automated decision making and profiling

## **12. Contact us**

If you would like to exercise your rights in relation to your personal information, or you feel that something has gone wrong with your personal information, you can contact us in either of the following ways:

By email: [admin@stjosephs.camden.sch.uk](mailto:admin@stjosephs.camden.sch.uk)

If you feel that the school has not handled your information correctly, you can contact the Information Commissioner's Office (ICO). The ICO is the Government's Independent Body responsible for overseeing data protection compliance.

The ICO's contact details are as follows:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

More information can be found on the ICO's website at [www.ico.org.uk](http://www.ico.org.uk).