



*Saint***GREGORY'S**
Bath

How We Use Your Information Privacy Notice for Visitors

Title	Privacy Notice for Visitors	
Prepared By	Karen Tyler, Data Manager	April 2019
Checked By	Lisa Whitfield, Data Governor	May 2019
Approved By	Governors' Finance and Premises Committee	January 2020
Version	V01.01	
Document Update	September 2022	

Version	Date	Amendments
V01.00	May 2019	Approved by Governors
V01.01	January 2020	Approved by Governors

“In Christ we flourish”

Introduction

This notice is for people visiting St Gregory's Catholic College, including outside speakers, supply personnel, student teachers on their placements, staff from other schools or agencies with whom we work, contractors, and volunteers. It explains how and why we collect your personal data and what we do with that data.

St Gregory's Catholic College (the school) is a Data Controller for the purposes of the Data Protection Act 2018. The school has appointed Mrs Karen Tyler as its Data Protection Officer (DPO). You can discuss this notice with her if you have any questions.

What is personal data?

Your personal data is information that identifies you as an individual. The school will collect, hold and process personal data about visitors. The personal data we process may include:

- Name, date of birth, gender;
- DBS number and date of certificate;
- Contact details (address, telephone numbers, email address, the company you work for or the university you are attending if appropriate);
- Contact details of next of kin;
- Car registration numbers;
- Details of payments made to contractors.

The school may also process information about visitors which is classified as 'special category' data, which requires additional protection. For example, we may collect the following special category data:

- Information relating to health (whether physical or mental) or disability information.

These lists are not exhaustive.

How and why do we collect personal data?

The school may acquire personal data in a number of ways. Most of it will be provided by you when you liaise with a member of the school staff or when we agree a contract with you. Some information will be provided by you when you sign in and out using our Visitor's book. It may also be acquired from the Disclosure and Barring Service.

We collect this information in order to ensure your well-being and safety whilst visiting our school and to ensure the well-being and safety of our students and staff.

What is our lawful basis for using this information?

If you are providing a service to the school, we will have a contract with you which gives us a legal basis to process your data. If you are a student teacher on a placement with us, you are giving us consent to process your data by agreeing to be part of the BET placement scheme. For other visitors, you are providing us with consent to process your data by signing our Safeguarding Declaration and our Visitor's Book.

Who do we share the information with?

We do not share any personal data pertaining to visitors with any other organisation without your permission, except where the law requires it or when we have a good reason to do so. Here are some examples of when we may need to share data:

- With our governors when they are involved in choosing contractors and suppliers;
- With Clifton Diocese who we work closely with as a Catholic education provider;
- With the Disclosure and Barring Service where we need to make a criminal records check;
- On occasion with the police and other law enforcement agencies;
- With your company if you are a contractor;
- With your university if you are a student on placement.

This list is not exhaustive.

How long do we keep this information for?

St Gregory's has a Records Management and Retention Policy which sets out how long we will keep your personal information for. We only retain your information for as long as we need to. The retention period depends on the type of information held. In exceptional circumstances we may keep your information for a longer time than usual or share it more widely than we would normally.

What decisions can you make about your information?

- You have the right to withdraw your consent for the school to process your data at any time and can do so by informing the Data Protection Officer at dpo@st-gregorys.org.uk.
- If information held about you is incorrect you can ask us to correct it. If you would like us to change or update the information we hold about you please speak to the Data Protection Officer.
- You have the right to prevent processing that is likely to cause unwarranted substantial damage or distress to you or anyone else.
- You can object to any decision that significantly affects you from being made solely by a computer or other automated process.
- You have the right to request access to the information we hold about you. To make a request for any of your personal information please contact the Data Protection Officer by emailing dpo@st-gregorys.org.uk
- If you have a concern about the way we are collecting or using your personal information, please raise your concern with us in the first instance. Alternatively you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>.