



Huxlow Science College

PRIVACY NOTICE FOR VISITORS AND CONTRACTORS

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about Governors and Volunteers.

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

- personal information (for example: Name, Vehicle Registration, Time in / Time Out)
- contact information (for example: Address, telephone number, email address)
- photograph

Why we collect and use this information

We use visitor and contractor data to:

- keep a register of who is on site
- comply with policies and procedures

The lawful basis on which we process this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR).

The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

- (e) processing is necessary for the performance of a task carried out in the **public interest** or in the exercise of official authority vested in the controller;

Article 9(2)

(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
 - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Further information regarding data collection can be found in the Education Act 1996 within guide documents on the following website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, 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

Our retention schedule is based upon the Information Management Toolkit for Schools and sets out how long we keep information about staff. A copy of this schedule can be found on the school website.

Who we share this information with

We routinely share this information with:

- The College's Legal Representatives

Limited Information is shared with the above where relevant and where a legal basis applies.

Why we share visitor and contractor information

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

What rights do I have over my personal data?

Under the General Data Protection Regulation, you will have the right to, where appropriate:

- Access your personal data by making a subject access request

- Rectification, erasure or restriction of your information
- Object to the processing of your information

To exercise your rights please contact the schools Data Protection Officer using the following contact details:

Ruth Hawker
Plumsun Ltd
Almshouse
Great Brington
Northampton
NN7 4HY

Or email:

info@plumsun.com

What if I find your response unsatisfactory?

Should you find our response unsatisfactory, you have the right to lodge a complaint with the supervisory authority – the Independent Commissioner’s Office (ICO). You can find more information on the ICO website at <https://ico.org.uk/concerns/> regarding the complaints process.

Changes to this privacy notice

We will keep this privacy notice under regular review and we will place any updates here. At the start of this privacy notice we will tell you when it was last updated.

Contact Us

If you would like to discuss anything in this privacy notice, please contact:

Head Teacher – head@huxlow.northants.sch.uk

Data Protection Controller – dpo@huxlow.northants.sch.uk

Ruth Hawker, Data Protection Officer, Plumsun Ltd www.plumsun.com