Privacy Notice – for Visitors

Review date	Summer 2026
Review period	Annual
Next Review date	Summer 2027
Reviewed by	N Dandy
Policy type	Legislative

Who we are?

Lawrence Sheriff School is the Data Controller. This means we are responsible for how your personal information is processed and for what purposes.

Lawrence Sheriff School is registered as the Data Controller with the Information Commissioners Office (ICO); Registration Number: Z6157589

You can contact Lawrence Sheriff School as the Data Controller at lss@lawrencesheriffschool.com

What is a Privacy Notice?

This notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your own information.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals 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.

Why do we collect and use visitor information?

We use the visitor data to:

- Identify you and keep you safe while on the school site
- Keep students and staff safe
- Maintain accurate records of visits to the school
- Provide appropriate access arrangements

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

- Name
- Contact details
- Information relating to your visit, e.g. your company or organisation name, arrival and departure time, car number plate
- Photographs for identification purposes for the duration of your visit
- CCTV images captured in school
- Information about any access arrangements you may need
- Information relating to safeguarding e.g. DBS checks

The lawful basis on which we use this information

We only collect and use visitors' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation to keep staff and students while on the school premises. Less commonly, we may also process visitors' personal data in situations where:
- We need it to perform an official task in the public interest
- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use visitors' personal data, this consent can be withdrawn at any time.

We will make this clear when we ask for consent and explain how consent can be withdrawn.
Some of the reasons listed above for collecting and using visitors' personal data overlap, and there may be several grounds which justify our use of this data.

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. Lawrence Sheriff School monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?

We will keep your personal data while you are visiting our school. We may also keep it beyond this, if necessary, to comply with our legal obligations. Our record retention schedule sets out how long we keep information about visitors. You can request a copy of our record retention schedule from our data protection officer whose contact details are at the end of this document. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of your personal data securely when we no

longer need it.

Who do we share pupil information with?

We do not share information about visitors with any third party without 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 visitors with:

- Our local authority – to meet our legal obligations to share certain information with it, such as where the visitor information is relevant to a safeguarding concern
- The Department for Education
- Educators and examining bodies
- Ofsted
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- The organisation/company you are representing

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or request access to your educational record, contact the Headteacher's PA.

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 taken 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 or complaint about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance or our Data Protection Officer at Warwickshire County Council (details below) or 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:

Mrs Nicola Dandy, Deputy Head

Email ; nicola.dandy@lawrencesheriffschool.com

The school subscribes to the Data Protection Service at Warwickshire County Council (School DPO Service). They can be contacted at: schooldpo@warwickshire.gov.uk or alternatively:

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL