



# Blue Coat Church of England Academy

## Privacy notice for visitors

Date:		June 2020
Prepared by:		R. Preston
Ratified by the Governing Body on:		
	Signature	
Principal	<i>D.J. Smith</i>	D. J. Smith
Chair of Governors	<i>H. Bishop</i>	Rev. H. Bishop
Review date:		June 2022

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Psalm 112:6: " Surely the righteous will never be shaken; they will be remembered forever.."

Blue Coat Church of England Academy is an inclusive Christian learning environment, our school values underpin all of our policies: Wisdom, Endurance, Service, Kindness and Hope

## **Who we are**

We are Blue Coat CE Academy, Walsall, WS1 2ND. We are an Academy for children aged 11 to 18. This privacy notice explains how we collect, store and use personal data about our pupils. We Blue Coat CE Academy are the 'data controller' for the purposes of the General Data Protection Regulation (GDPR) and as such we are obliged to inform you of the information we hold on you and your child(ren), what we use it for, who we share it with, and for how long we keep it.

## **The categories of visitors information that we collect, hold and share**

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name
- Contact details
- Information relating to the visit, e.g. company or organisation name, arrival and departure time, car number plate

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about any access arrangements that may be required
- Photographs for identification purposes
- CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools and social services.

## **Why we collect and use this information**

We use the data listed above to:

- a) Identify you and keep you safe while on the school site
- b) Keep pupils and staff safe

- c) Maintain accurate records of visits to the school
- d) Provide appropriate access arrangements

### **The lawful basis on which we use this information**

Our lawful basis for collecting and processing visitor information is defined in GDPR under Article 6. The following elements of the article apply:

- a) Data subject gives consent for one or more specific purposes.
- b) Processing is necessary to comply with the legal obligations of the controller.
- c) Processing is necessary to protect the vital interests of the data subject (visitor)
- d) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

Our lawful basis for collecting and processing visitor information is further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special category data. The following elements of the article apply:

- a) The data subject (visitor) has given explicit consent.
- b) It is necessary to fulfil the obligations of controller (school) or of data subject (visitor).
- c) It is necessary to protect the vital interests of the data subject (visitor).
- d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
- e) Reasons of public interest in the area of public health
- f) It is in the public interest

### **Collecting visitor information**

A full breakdown of the information we collect on visitors can be found in the school's data mapping document.

On some occasions, we process personal information on the basis of consent, for example, when we wish to take and use visitor images. Consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

## **Storing and protecting visitor data**

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found on our website. Including our Record Retention Policy.

## **Who we share visitor information with**

We do not share information about you 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 you with:

- Our local authority Walsall – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- Our regulator, Ofsted and SIAMS
- Suppliers and service providers such as our caterers and HR support
- 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

Where we transfer your personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## **Requesting Access to your Personal Data and your Data Protection Rights**

Under data protection legislation, visitors have the right to request access to information about them that we hold, through a Subject Access Request.

We will provide information in a way that is:

- Concise
- Transparent
- Intelligible
- Easily accessible
- Uses clear and plain language

If you would like to make a subject access request please contact our Data Protection Lead, Mrs R Preston at [dpo@bluecoatacademy.org](mailto:dpo@bluecoatacademy.org) or complete the subject access request form available on our school website.

Data subjects have the following rights with regards to their personal information, as follows:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purpose of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- Where relevant, the existence of the right to request rectification, erasure or restrictions, or to object to such processing
- The right to lodge a complaint with the UK ICO or another supervisory authority
- The source of the data, if not the individual
- The safeguards provided if the data is being transferred internationally

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;

## Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our Data Protection Lead Mrs R Preston within school at [dpo@bluecoatacademy.org](mailto:dpo@bluecoatacademy.org).

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Lead.

Our Data Protection Officer (DPO) is provided by SIPS Education Ltd. The following officers can be contacted via [GDPR@sips.co.uk](mailto:GDPR@sips.co.uk):

Laura Hadley  
Sue Courtney-Donovan  
Amanda Moore

You can also report a concern online to the UK Information Commissioners Office at <https://ico.org.uk/concerns>

Telephone Number 0303 123 1113

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF 12.

## Changes to this privacy notice

This privacy notice may be updated from time to time. We encourage you to check this privacy notice from time to time to ensure you understand how your data will be used and to see any minor updates. If material changes are made to the privacy notice, for example, how we would like to use your personal data, we will provide a more prominent notice (for example, email notification or correspondence of privacy notice changes).