Privacy Notice for Visitors and Contractors

This notice is for all contractors and visitors who work at and visit St Martins C of E Primary School. It explains the purposes for which we hold information about you.

All data is held and processed in line with St Martins C of E Primary School Data Protection Policy, which can be viewed on request.

What data does St Martins C of E Primary School collect and why?

We maintain an electronic signing in system, which includes employees (visiting site), visitors and contractors. The system will collect and keep your personal data such as Your name, company name and a passport size photograph. This information is collected for health, safety and security purposes.

CCTV System

The Closed-Circuit Television (CCTV) system, is installed at strategic locations to provide a safe and secure environment as part of our commitment to safety and security. We use the CCTV system fairly, within regulatory guidelines and law, with the personal privacy of individuals using the building and the objective of recording incidents for safety and security in mind. The CCTV policy for St Martins C of E Primary School can be viewed on request.

St Martins C of E Primary School, have CCTV in operation which is in line with St Martins C of E Primary School CCTV Policy.

Accidents and Incidents Reporting

In the event of an accident or incident, St Martins C of E Primary School will request the visitor/contractor to complete an Incident Report Form. This will include personal data from the injured party or person suffering from ill health, such as name, address, date of birth, next of kin and details of the incident to include any relevant medical history. The data is collected as St Martins C of E Primary School`s has a legal duty to document workplace incidents/accidents and to report certain types of accidents, injuries and dangerous occurrences arising out of its work activity to the relevant enforcing authority.

Incidents and accidents will be investigated to establish what lessons can be learned to prevent such incidents/accidents re-occurring including introduction of additional safeguards, procedures, information instructions and training, or any combination of these. Monitoring is undertaken but on an anonymised basis. The information is also retained in the event of any claims for damages.

Legal Basis for processing:

The legal basis of processing is set out as follows:

Area	Legal basis	Information
Visitor signing in/out system	Legitimate Interests	To ensure that there is a safe environment for every person visiting St Martins C of E Primary School premises.
CCTV		
Accidents and Incidents reporting		

Disclosures

St Martins C of E Primary School would only disclose information from the Visitor signing in/out system or CCTV, which is required to detect or prevent crime. This is usually on receipt of a Police issued personal data request form, required under Police Investigations Section 29(3) of DPA 1998. There are instances such as prevention of threat to life or serious injuries, where personal information may be provided without a signed police DPA form.

Failure to provide data.

Failure to provide the requested data may result in consequences such as:

- Risks to your health and safety whilst on site including the safe evacuation of the premises in the event of an emergency.
- Delays or errors in records confirming your visit and completed tasks.

Your rights as a Data Subject

Under the Regulation, Data Subjects have 8 rights, as listed below. St Martins C of E Primary School will ensure procedures are in place to be able to respond in a timely manner to any request from a Data Subject to exercise one of their rights. The 8 rights are:

- 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 relation to automated decision making and profiling

Subject Access Requests

If you wish to see copies of the information held on you by St Martins C of E Primary School, you may submit a Subject Access Request. Such requests must be made in writing and marked for the attention of the Data Protection Officer/ Lisa Cox.

Contact Us

In the first instance, any questions, concerns or complaints relating to data protection should be directed to the Data Protection Lead (DPL) Lisa Cox at office@st-martins.sandwell.sch.uk. This includes requests to exercise data protection rights, such as making a Subject Access Request, reporting a suspected personal data breach, or raising general queries regarding the school's/academy's processing of personal data.

If you are dissatisfied with the school's response to your concern, query or complaint, please refer to the Data Protection Complaints Policy available on the school’s website, which explains the process for raising and escalating data protection complaints.

If, having completed the school's complaints process, you remain dissatisfied with the outcome, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at:

Information Commissioners Office, Wycliffe House Water Lane Wilmslow Cheshire, SK9 5AF

Tel: 0303 123 1113

Website: https://ico.org.uk

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).