



Privacy Notice for Visitors – How we use your information

April 2025

Who are we?

Barford St. Peter's C. of E. (VA) Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Barford St. Peter's C. of E. (VA) Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z7520362.

You can contact the school as the Data Controller in writing at:

Barford St. Peter's C. of E. (VA) Primary School, Church Street, Barford, CV35 8EW or admin3587@welearn365.com

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

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.

What personal information do we process about visitors to our school?

The personal data that we may collect, use, store and share (where appropriate) about you includes:

- Full name
- Car registration
- Email address
- Contact details and contact preferences
- If a regular professional visitor evidence that the individual holds an Enhanced Disclosure and Barring Service certificate

- Employer details

We may also collect, hold and share the following “special categories” of more sensitive personal information:

- Information about your health or any relevant disabilities.

How is your personal information collected?

We collect personal information about visitors when you sign into our school premises. This information is stored within our visitor book.

We may also collect information ahead of your visit to our school, which we collect directly from you or the person arranging your visit. E.g., the organisation you work for.

For what purposes do we use visitors’ personal information?

We will use your personal information 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

Who might we share your information with?

We routinely share information with:

- Medical Tracker – online first aid software that records accidents experienced by visitors in school
- e-Reception – online visitor sign in software to record details of who is on site

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties, unless the law requires us to do so.

Our Lawful Basis for Processing your Data

Our lawful bases for processing your information for the purposes listed above are:

- To comply with the law
- To fulfil a public task
- To protect yours or someone else's vital interests
- For purposes of substantial public interest
- Where we have asked for your consent to use your information
- Where we have identified a legitimate interest

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. Barford St. Peter’s C. of E. (VA) Primary 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?

In retaining personal information, Barford St. Peter's C. of E. (VA) Primary School complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school is required to retain the information.

Transferring data internationally

Where we transfer personal data to a country or territory outside of the UK, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, 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 to have access to your child's educational record, contact the School Data Protection Officer at Barford St Peter's Primary School via email at admin3587@welearn365.com or alternatively;

School Data Protection Officer
Barford St. Peter's C. of E. (VA) Primary School
Church Street
Barford
CV35 8EW

You also have the right to:

- object to processing of personal data in certain circumstances and where the processing 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 about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Review

Last reviewed and updated April 2025. The content of this Privacy Notice will be reviewed in April 2026