St Mary's CE Primary School - Visitor Privacy Notice
How we use Visitor Information

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you, including what we use it for, who we share it with, and for how long we keep it.

We, ***St Mary's CE Primary School at Amyand Park Road, Twickenham, TW1 3HE*** are the Data Controller for the purposes of data protection law.

As a public body as we have appointed Grow Partners Ltd as its Data Protection Officer (DPO), the responsible contact is David Coy (contactable on david.coy@london.anglican.org, 07903 506531).

1. **The categories of information that we collect, hold and share include but are not limited to:**
    - Name
    - Company/Institution Details
    - Vehicle Registration Details
    - CCTV images
    - DBS Details
    - Photo ID

2. **Why we collect and use this information**
   The purpose of collecting and processing this data includes bus is not limited to:
    - Fulfil our legal obligations in relation to Keeping Children Safe in Education
    - Inform our operational procedures
    - To comply with the law regarding data sharing

3. **The lawful basis on which we use this information**
   Our lawful basis for collecting and processing staff information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

    - (c) Processing is necessary to comply with the legal obligations of the controller.
    - e) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

4. **Storing your data**
   Your data will be stored in the **Method of Data Collection** for **1 year** then removed and held in a secure filing system for **7 years.**

5. **Who we share information with;**
   We routinely share information with appropriate third parties, including:
    - Our auditors, to ensure our compliance with our legal obligations
    - Police forces, courts, tribunals

6. **Requesting access to your personal data and your Data Protection Rights**
   Under data protection legislation, you have the right to request access to information about you that we hold, through a Subject Access Request.
    - Give you a copy of the information in an intelligible form
    - Rectify incorrect or inaccurate information.

   If you would like to make a request please contact;.
   David Coy, Data Protection Officer, on david.coy@london.anglican.org, 07903 506531

7. **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 officer David Coy (contactable on david.coy@london.anglican.org, 07903 506531).

Alternatively, you can make a complaint to the Information Commissioner's Office:
- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF