



**Crawford Village**  
Primary School & Nursery

*Small enough to care...big enough to inspire*

# ***Privacy notice for Visitors***

# Privacy Notice

## Who processes your information?

Crawford Village Primary School is the data controller of the personal information you provide to us. The school Governors are responsible for the accuracy and safe-keeping of data. The school determines the purposes for which, and the manner in which, any personal data relating to visitors is to be processed. There is an independent data protection officer. Their role is to oversee and monitor the school's data protection procedures, to ensure they are compliant with the General Data Protection Regulation (GDPR) and report to the Governing Board.

In some cases, your data will be outsourced to a third party processor. Where the school outsources data to a third party processor, the same data protection standards that Crawford Village Primary School upholds are imposed on the processor.

## The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, contact information, CCTV footage)
- medical information if an accident occurs

## Why we collect and use this information

We use visitor data to:

- enable the smooth operational functionality of the school
- maintain a record of health and safety incidents
- safeguard young people

## The lawful basis on which we process this information

The condition for processing under the General Data Protection Regulations 2018 will be:

### Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following:
  - a.) The individual has given clear consent for you to process their personal data for a specific purpose.
  - b.) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract applies.
  - c.) Processing is necessary for compliance with a legal obligation to which the controller is subject;

### Article 9

1. Processing of personal data revealing 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 shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
  - j.) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Education Act 2005 sections 113 and 114 - is a statutory requirement on schools and local authorities for the submission of the school workforce census return, including a set of individual staff records,

## Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

## Storing this information

Personal data relating to the workforce at Crawford Village Primary School is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected, as outlined in the School Data Retention Policy.

## Who we share this information with

We routinely share this information with:

- business system providers ( e.g. website host)

\*In exceptional circumstances, we may share personal data with other statutory bodies

## Why we share visitor information

We do not share information about visitors with anyone without consent unless the law and our policies allow us to do so.

### Business System Providers

We share information with business system providers for the functional operation of the school

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer, Dr Chris Lomas, on [data@crawfordvillageprimary.uk](mailto:data@crawfordvillageprimary.uk)

## What are your rights?

You have the right to:

- be informed about how Crawford Village Primary School uses your personal data.
- request access to the personal data that Crawford Village Primary School holds.
- request that your personal data is amended if it is inaccurate or incomplete.
- request that your personal data is erased where there is no compelling reason for its continued processing.
- request that the processing of your data is restricted.
- object to your personal data being processed.
- 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

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Crawford Village Primary School and/or the DfE is collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively you can contact the Information Commissioner's Office (ICO) on 0303 123 1113, Monday-Friday 9am-5pm or at <https://ico.org.uk/concerns/>

## Contact

If you would like to find out more information about how we collect, use and store your personal data, please visit our website ([www.crawfordvillageprimary.uk](http://www.crawfordvillageprimary.uk)) where you can download a copy of our Data Protection policy, or contact:

Data Protection Officer, Dr Chris Lomas, on [data@crawfordvillageprimary.uk](mailto:data@crawfordvillageprimary.uk)

## Data Fields and the lawful basis for collection

Categories of data	Compulsory (legal obligation)	Voluntary (consent)
Name	*	
Contact details	*	
Internal use photos (incl. CCTV)	*	
Health & Safety Information	*	