



Privacy Notice No: 004  
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**Contact Details:** Please check the School Finder on the Caerphilly County Borough Council website for school contact details:

<https://www.caerphilly.gov.uk/Services/Schools-and-learning/Schools>

Alternatively, the *Starting School* booklet includes the contact details for all Caerphilly schools.

**Description of Privacy Notice:** This privacy notice will explain how the school will process personal information about visitors to the school.

## How we will use your information

## Source and type of information being processed

The categories of visitor information that we collect, hold and share include:

- personal information (such as name)
- information relating to your visit (such as your company or organisation name, arrival and departure time, car registration number, and who you are visiting)
- details of any access arrangements you may need
- details from any devices used onsite via our Guest Wi-Fi (such as a device name, IP address, and browsing history)
- photographs for identification purposes for the duration of your visit
- CCTV images captured in school

### Source of the personal data

This information has been collected from visitors directly (e.g. via an electronic system, a visitor book, or signing-in sheets, etc.).

Please be aware that the school may receive your personal data (such as a name) in correspondence from external organisations when arranging meetings or visits from contractors and other professionals, such as supply staff or the NHS school services.

If you would like further information on the source of this information, please contact the school.

### Your Obligations

Certain data you provide us is essential for operational use. Whilst the majority of personal information you provide to us is mandatory due to a public task lawful basis (please see below), some of it is optional, and if this is the case you will be asked to give your consent.

We will inform you at the point of collection whether you are required to provide certain personal information to us, or if you have a choice in this. We will also outline any consequences should you decide not to provide information or to subsequently withdraw your consent.

## **Why do we collect and use your information**

Each individual school collects information about visitors to the school when they enter and exit the school building. We process the information collected for the following purposes:

- to keep children, school-based employees, and visitors safe from harm
- to protect the welfare of our pupils, employees, and visitors
- to identify you upon entering the school and for the duration of your visit
- to protect our school network when visitors are connected to our Guest Wi-Fi
- to provide appropriate access arrangements where needed

We collect and use pupil information under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and Education Act 2002. We also comply with Article 6 and Article 9 of the General Data Protection Regulation (UK GDPR).

## **Legal basis for processing**

In order for the processing of personal data to be lawful under the UK General Data Protection Regulations, a valid condition from Article 6 of the Regulations must be identified.

Most commonly, we process information to comply with our public task to keep our pupils, visitors, and employees safe whilst on the school premises. This processing of visitor information is covered by:

*6(1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller*

The public task is provided by:

Education Act 2002(175)  
Part I, Sections 2 and 3 of the Health and Safety at Work etc. Act 1974  
The Management of Health and Safety at Work Regulations 1999

Optional processing of personal data is covered by the Article 6 condition:

*6(1)(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes*

For instance, where you have asked us to provide information about you to another organisation, such as mortgage companies, employee references, or landlord references. Please note that this is not an exclusive or exhaustive list.

Alternatively, the school may ask your consent to publish or display your photograph on displays around the school, in newspaper or local magazine articles, and on our website and/or social media pages. You have the right to withdraw consent at any time. Please contact the school for further information.

Less commonly, we may also process personal data in situations where the following Article 6 conditions apply:

<b>Lawful basis under Article 6 of the UK GDPR</b>	<b>Examples of how personal data is used</b>
<i>1b. 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</i>	We may need to contact our supply agency, to process information in relation to contracts of employment for temporary employees. We also contact the supply agency to provide feedback on performance.
<i>1c. processing is necessary for compliance with a legal obligation to which the controller is subject</i>	Each school has a duty to report any safeguarding concerns to the Local Authority under the Children Act 1989(17).
<i>(d) processing is necessary in order to protect the vital interests of the data subject or of another natural person</i>	Where the school need to share your information with paramedics in the event of a life or death medical emergency.
<i>1f. processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.</i>	Our legitimate interests include retaining your photograph for visitor ID Cards.

Data Protection legislation provides extra protection for certain classes of information called 'special categories of personal data', which includes:

- Racial or ethnic origin
- Religious or other beliefs of a similar nature
- Political opinion
- Physical or mental health or condition
- Genetic data
- Biometric data (where used for identification purposes)
- Sexual life or orientation
- Trade union membership

Data Protection legislation also provides extra protection for personal data in relation to criminal allegations, proceedings, outcomes and sentences.

If any information falls within these definitions, additional conditions are required from Article 9 for special category data and Article 10 for personal data relating to crimes, taking into account additional provisions of the Data Protection Act 2018. If you have any questions in the meantime, please contact the school.

Article 9(2)(g) for special category data –

*processing is necessary for reasons of substantial public interest on the basis of Union or Member State law; and Article 10 for criminal data – when the processing is authorised by Union or Member State law.*

The relevant Member State law is the Data Protection Act 2018, and this processing is covered by Schedule 1, Part II, 6(1).

*This condition is met if the processing—*

- (a) is necessary for a purpose listed in sub-paragraph (2), and*
- (b) is necessary for reasons of substantial public interest.*

*(2) Those purposes are—*

- (a) the exercise of a function conferred on a person by an enactment or rule of law;*
- (b) the exercise of a function of the Crown, a Minister of the Crown or a government department.*

## **Who will have access to your information?**

### **Identity of Data Controller and Data Protection Officer**

The Data Controller for your information is the school(s) you are, or have, visited.

The Data Protection Officer is contracted by the school to Caerphilly County Borough Council. You can contact the school Data Protection Officer on 01443 864049, or by email at [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)

## **Details of main users of your information**

The main users of your information will be the school(s) you are, or have, visited.

### **Details of sharing your information with other organisations**

We may be required to share certain visitor information with specific organisations, but only with a clearly defined reason and an appropriate legal basis under data protection law.

We always ensure that the sharing of personal information is securely undertaken.

<b>Organisation</b>	<b>Reason</b>	<b>Lawful Basis</b>
Caerphilly County Borough Council	For safeguarding purposes	Compliance with a legal obligation, vital interests, or public task (Art 6 and 9 UK GDPR)
	To defend insurance claims	Processing necessary for legitimate interests (Art 6 UK GDPR) and legal proceedings (Art 9 UK GDPR)
	To provide Health and Safety support	Processing necessary for performance of a contract (Art 6 UK GDPR)

	To provide IT support	Processing necessary for performance of a contract (Art 6 UK GDPR)
	To provide Information Governance support	Processing necessary for performance of a contract (Art 6 UK GDPR)
	To administer access requirements where necessary	Compliance with a public task (Art 6 and 9 UK GDPR)
Law enforcement agencies (e.g. the Police)	For the purpose of the detection or prevention of crime (if in compliance with data protection requirements).	Compliance with a legal obligation (Art 6 UK GDPR)
Aneurin Bevan University Health Board	To support the NHS Wales Test, Trace, Protect service in containing the spread of coronavirus. The service is delivered by a number of public sector partners working together, including Public Health Wales, Local Health Boards, Local Authorities, and the NHS Wales Informatics Service (NWIS). We are required to share your name, date of birth, and contact details (including address).	Compliance with a legal obligation (Art 6 UK GDPR) the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 that requires reasonable measures to be taken to minimise the risk of exposure to coronavirus on premises open to the public and on any premises where work takes place, as well as to minimise the spread of coronavirus by those who have been on the premises.  <a href="http://www.gov.wales/taking-all-reasonable-measures-minimise-risk-exposure-coronavirus-workplaces-and-premises-open">www.gov.wales/taking-all-reasonable-measures-minimise-risk-exposure-coronavirus-workplaces-and-premises-open</a>
Suppliers and service providers	To enable them to provide the service we have contracted them for (such as visitor management systems).	Processing necessary for performance of a contract (Art 6 UK GDPR)

## Requests for information

All recorded information held by the school may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and Data Protection legislation (UK General Data Protection Regulations and Data Protection Act 2018).

If the information you provide is subject to such a request, where possible, the school will consult with you on its release. If you object to the release of your information, we will withhold your information if the relevant legislation allows.

## How long will we retain your information?

### Details of retention period

Each individual school holds visitor data securely for the set amount of time documented in our data retention schedule. The school will retain information for *Last entry in the visitor book + 6 years*, or *Date entry was entered + 6 years* for electronic systems.

The school always refer to the IRMS Schools Toolkit for current guidelines and best practice:

<https://irms.org.uk/page/schoolstoolkit?&terms=%22toolkit+and+schools%22>

## Your Rights (including Complaints Procedure)

### Your rights under data protection law

Data Protection laws give data subjects (those who the information is about) a number of rights, which include:

- **Right to be informed** how personal data is collected, stored, managed, protected, and processed.
- **Right of access** to request a copy of personal information held of yourself. However, please be aware that information can sometimes be legitimately withheld.
- **Right to rectification** of inaccurate or incomplete personal data.
- **Right to erasure** where you have the right to have your personal data erased in certain circumstances. This does not include any personal data that must be retained by law.
- **Right to restriction**, which allows you to limit the way we use your personal data in some circumstances.
- **Right to portability** gives an individual the right to receive copies of data provided to a controller in a portable format.
- **Right to object** to the processing of ones personal data; and the final one is the
- **Rights in relation to automated decision making and profiling.**

To enact your rights, please contact the school as detailed at the top of this document. A copy of any individual right request and your response will be kept for 3 years.

### Complaints Procedure

If you are unhappy with the way your request / information has been handled, you have the right of complaint. Please contact the school directly outlining your concerns in the first instance.

If you remain unhappy, you can contact the schools Data Protection Officer on 01443 864322 / [dataprotection@caerphilly.gov.uk](mailto:dataprotection@caerphilly.gov.uk)

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act in the UK, to assess whether or not the processing of personal information is likely to comply with the provisions of our legislative responsibilities. Further information on your rights is available from: [www.ico.org.uk](http://www.ico.org.uk).